Of Special Interest

Additional Release Note Document
Modified for KY School Districts

2003 Annual Release

March 2003

Of Special Interest – Table of Contents

INTRODUCTION

History:
Prior to the 2003 release, the Of Special Interest section was combined with the MUNIS Enhancement document. From the 2003 release forward, this information will be a separate document.

What it is:
This document provides you with a quick, but comprehensive overview of some of the major advances in your MUNIS software.

Why Of Special Interest was created:
The MUNIS Release Management staff realizes release documents contain large quantities of information. This document has been created to help you locate the information you need more quickly, and to help facilitate your understanding of new MUNIS features.

If you have any questions or comments please feel free to contact the technical writers at: docstaff@munis.com.

HOW TO REACH MUNIS TECHNICAL WRITERS

What do technical writers do?
MUNIS technical writers produce:
- user manuals
- release notes
- install notes

The Goals of MUNIS Technical Writers:
Document quality is important to the writers. Their goal is clear, concise documentation that meets the needs of its users. Therefore, an e-mail address has been created where you can voice your concerns, suggestions and input directly to the writers. The address to use is:

docstaff@munis.com

The technical writers **want** to hear from you. This address is an attempt to make the MUNIS documentation dynamic, with information shared between users and writers. If the writers do not hear from you, they will not know what you need. So let them know how they can make your documentation more useful and user-friendly.

Also, if you are storing useful information in the Help file My Notes function (see page 84 for more information), please use this address to send your notes to be incorporated into the MUNIS manuals.

When e-mailing the docstaff:
When contacting the documentation staff, please be specific. **Note:** The more specific and clear you are, the better the technical writers can address your input.

1. What module your suggestion relates to. For example: New York Tax, or Utility Billing.

2. What type of documentation you are referring to. For example, the user manuals, the release notes or the install notes.

3. If your issue relates to the manuals, include the name of the manual and what section, program and option you are referring to.

4. If possible, please include why your suggestion/complaint will enhance the MUNIS documentation.

The result:
You will receive a response to your e-mail within one week of sending it. The response will include how your suggestion is being addressed and in what time frame the change will take effect. For example, the change will be made as of the 2003.01 release.

MENUS

New Cascading (MDI) MUNIS Menus

Note: Using the new menu format does not change screen functionality. Items such as on-screen buttons, side menu options, and Toolbar functions act the same way they do in the standard MUNIS menus.

What the new menus are:
Upon opening the new menus, your MUNIS options are displayed at the top of the screen. The cascading menu structure is similar to Windows formatting. When you choose a menu option, such as Payroll/Personnel, a pull down menu appears with further options.
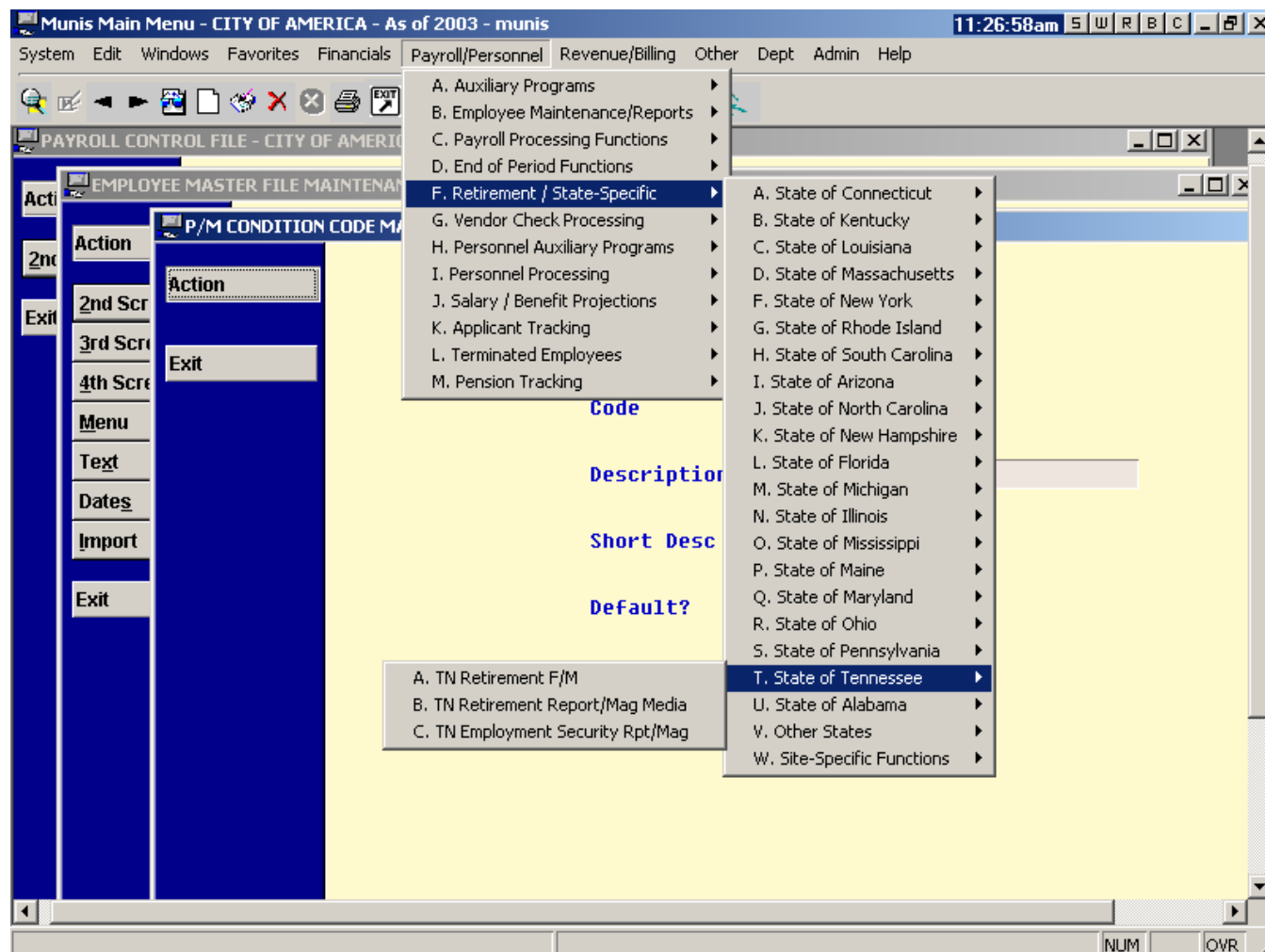
Benefits of Using the New Menus

Why the new MDI menus are useful:

1. The cascading menu structure is similar to Windows formatting. This allows for easier navigation within the MUNIS system since the cascading menu format enables you to see a 'trail' of where you have been.
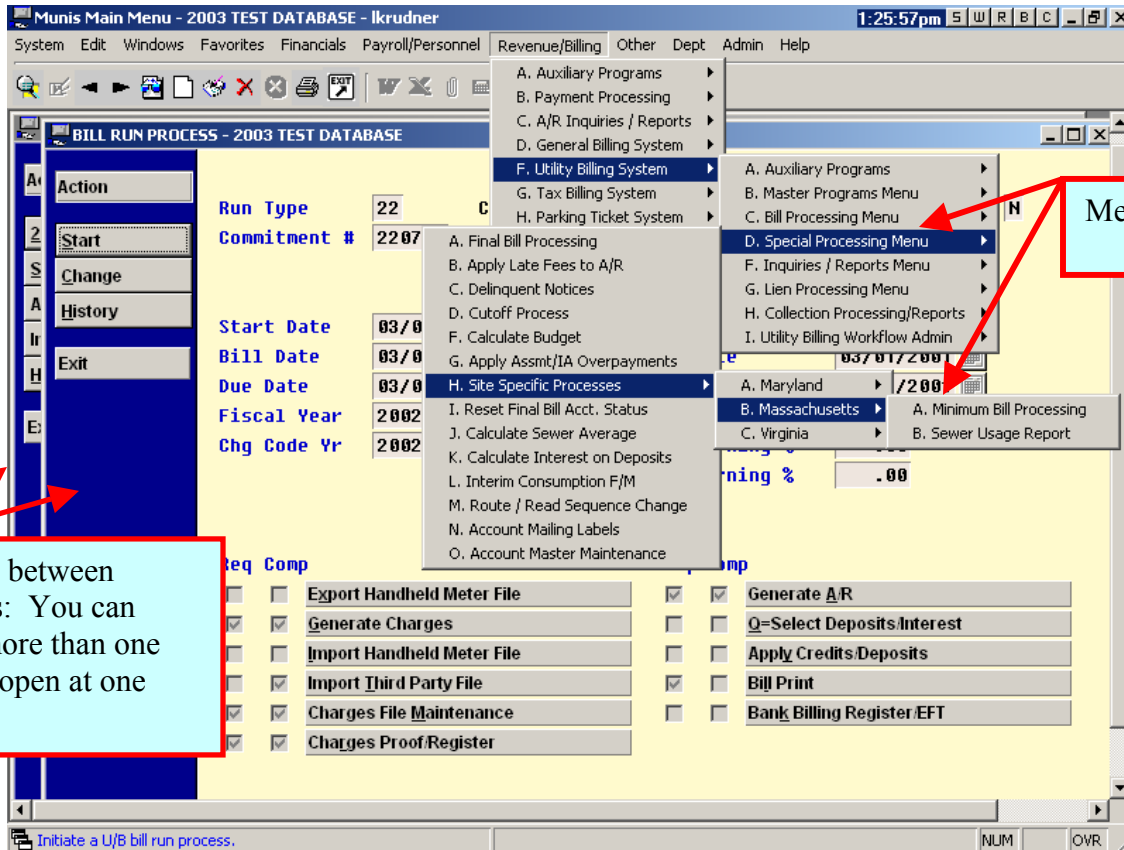
2. The cascading format allows you to toggle between screens. Because more than one program (screen) can be open at once, you can keep your most frequently used screens open and simply switch between them.

3. You can select the user manuals from the main menu by selecting the Help option, rather than going to the START option on your computer. This saves you time.
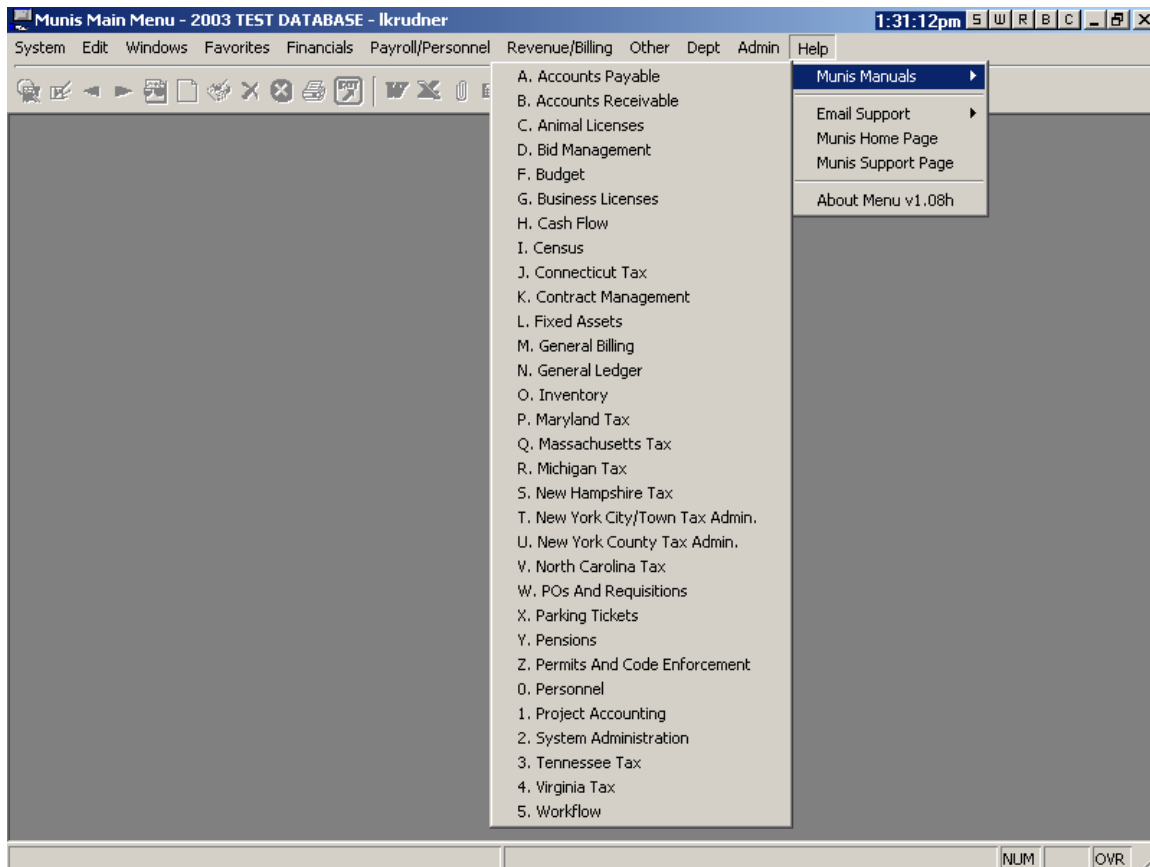
4. You can contact technical product support, documentation staff, and OSDBA directly from the main menu. Select the Help option from the menu, then the *Email Support* option, and you can write and e-mail without leaving MUNIS.
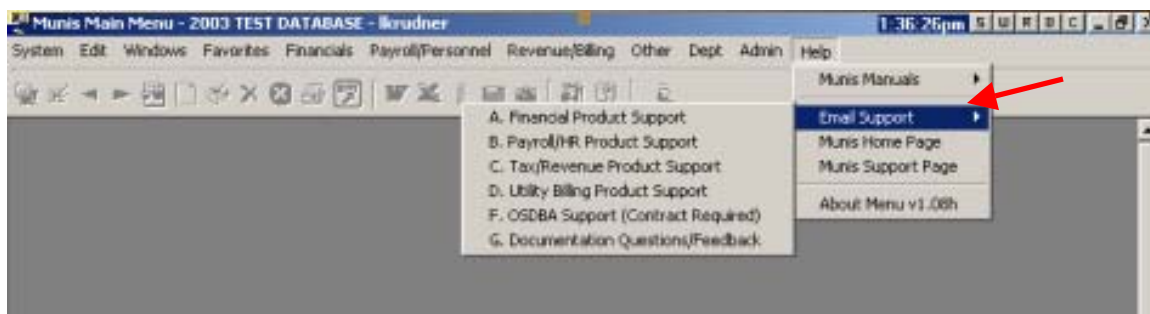
5. You can access the MUNIS home web site and the OSDBA website directly from the main menu under the Help button.
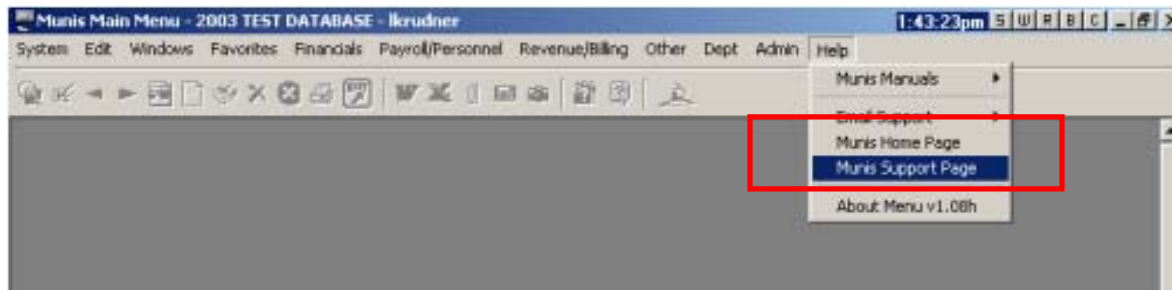
6. You have the option to establish a 'Favorites' list of the programs you use most frequently. To add a screen to your favorites list, choose the *Add to Favorites* option from the Favorites menu.

Note: For this option to work properly, you must be at the 3.50.1a client level. If you are at the 2.01.1b client level you will get the error: "MEMDIMEN: Add-Favorites error: Run data not found (.md0.fc.grp1)".
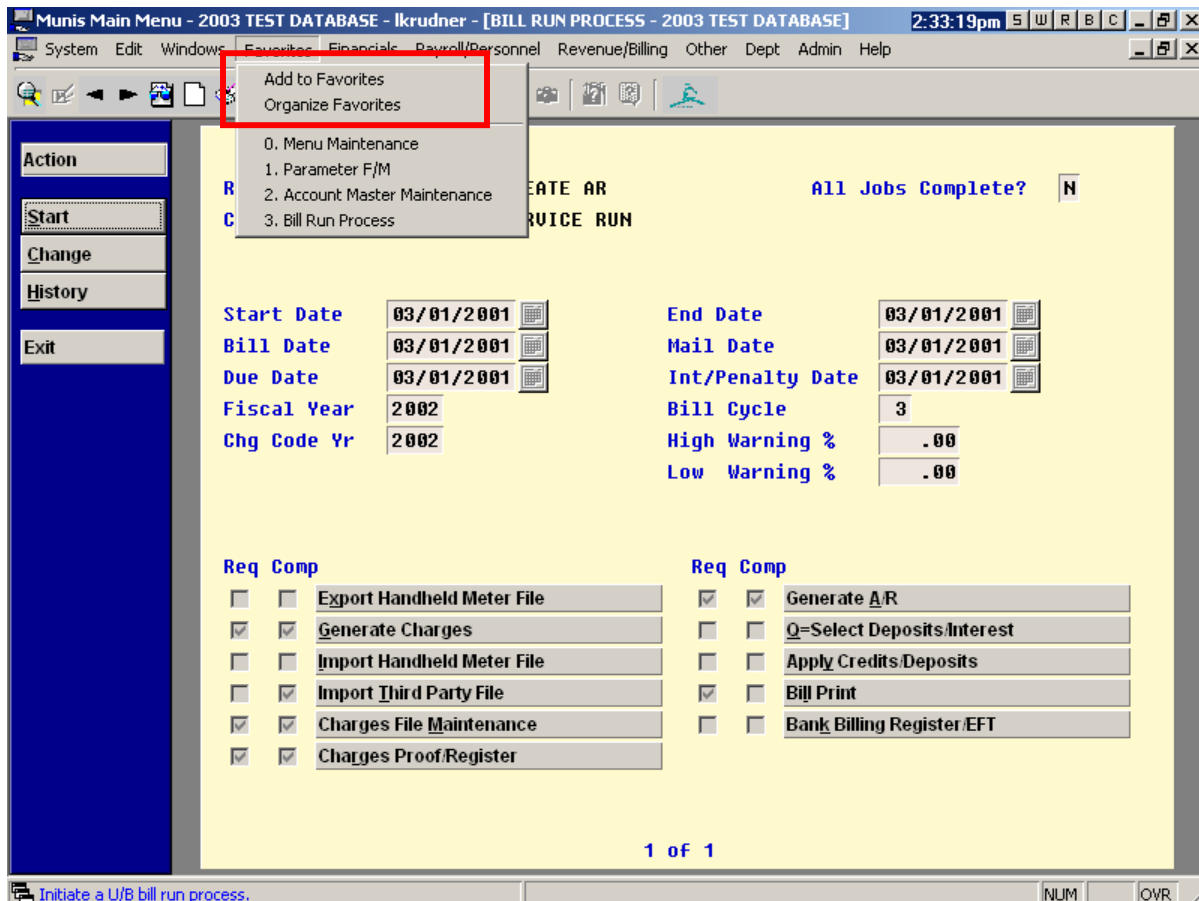
You also have the ability to order this list according to your needs. Choose the *Organize Favorites* option to display a screen where you can order the list as needed.
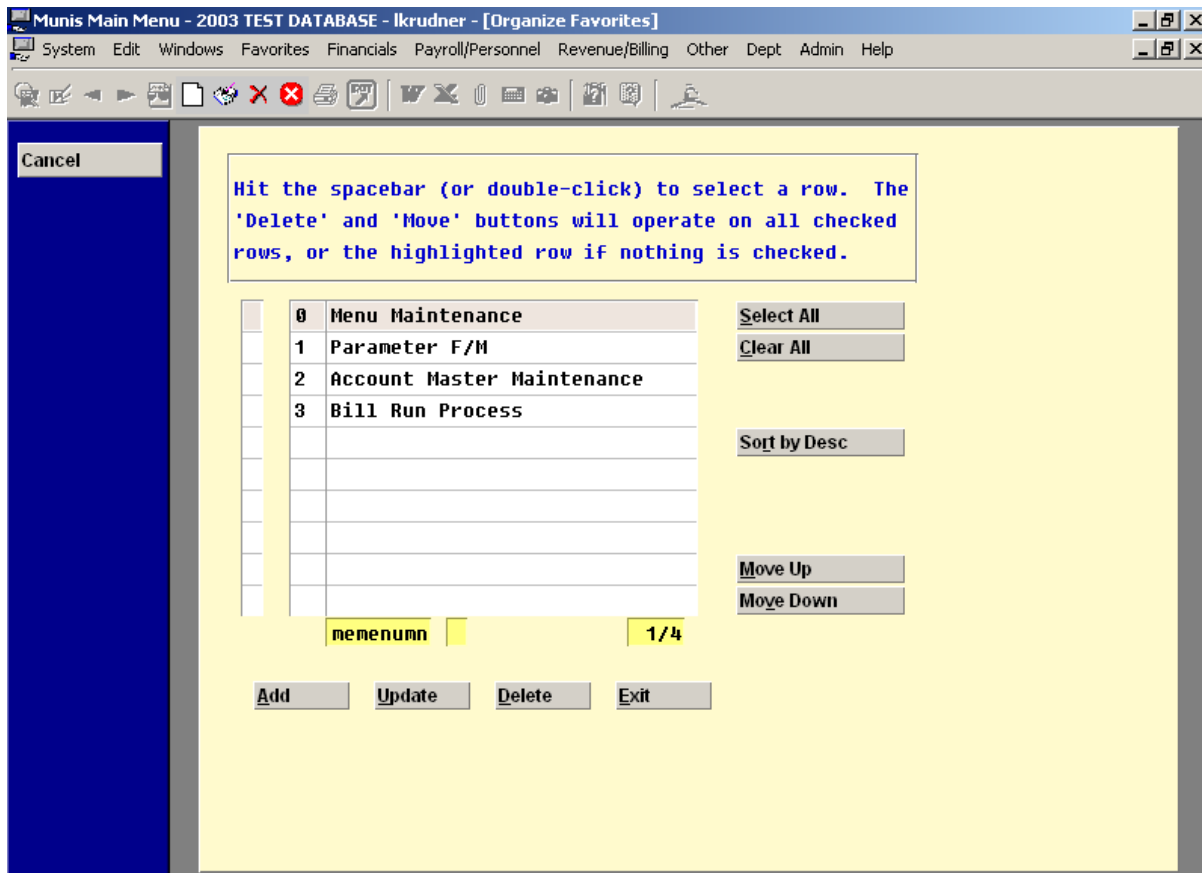
FOR SYSTEM ADMINISTRATORS: Setting up Cascading (MDI) Menus

Note 1: To test the new menus you must run the MDI Menus from a PC. Running the menus on a server does not work.

Note 2. Log in as something other than 'root'.

Note 3: When you run the MDI menus (cascading menus) for the first time, a blank screen appears (see screen shot).
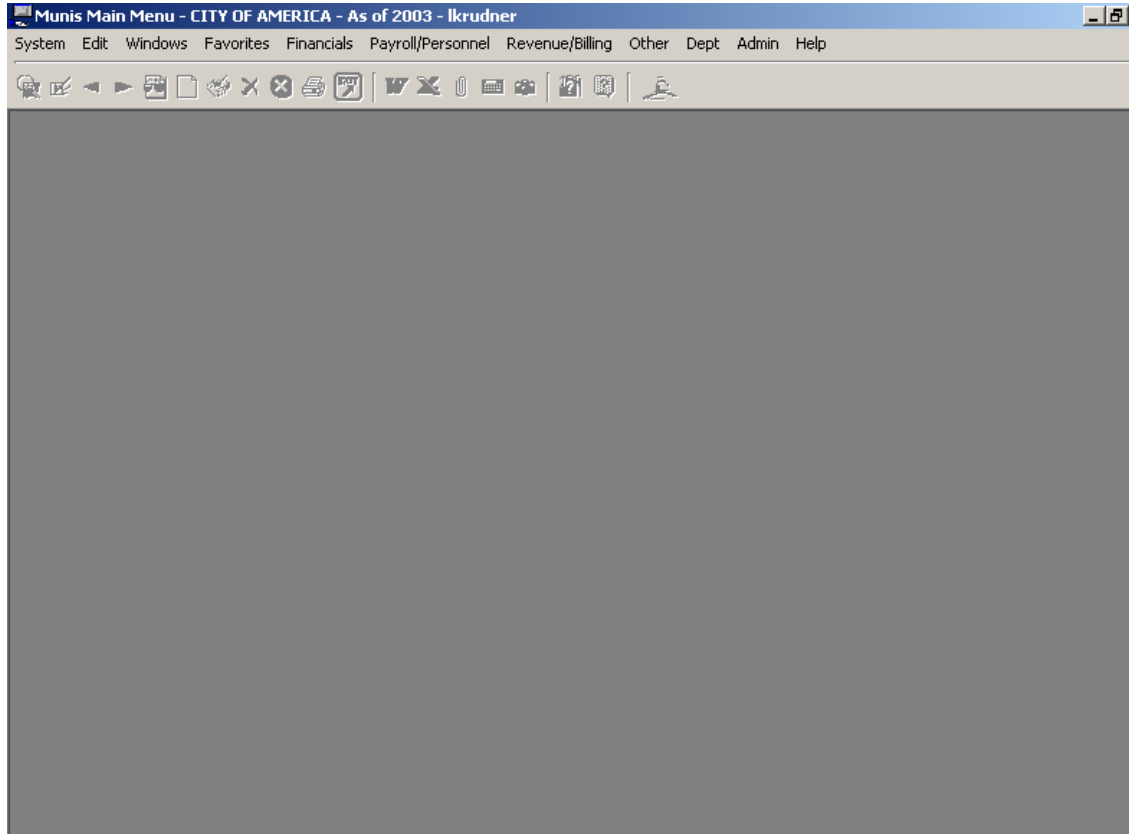
This blank screen does not mean that your computer is frozen or that the menus have not loaded correctly. This is how the new MUNIS menus look. To access the programs, use your mouse to click on the menu option you want from the MUNIS menu to pull down a list of further options to choose from.
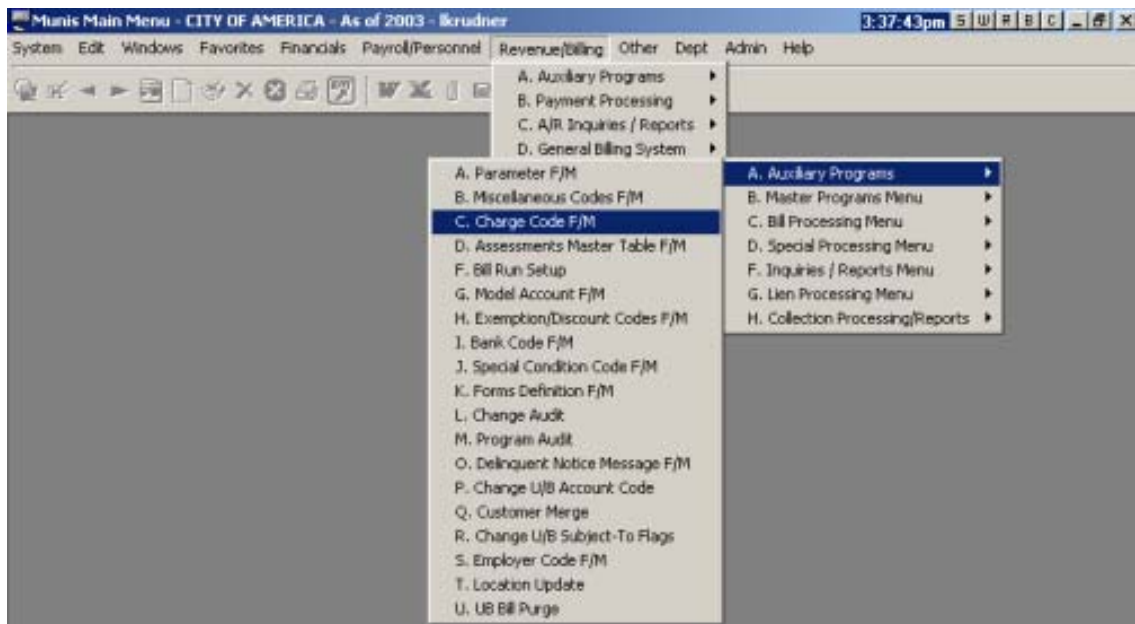
Click on the program you want to initiate the program screen:

Step 4 – Verify e-mail server has been set up

Verify the e-mail server has been set up in System Parameters FM (spsysrec), *2nd Screen*. To go to System Parameters, select: G) Admin, A) General Admin, B) System Parameters, then select the *2nd Screen* side menu option.

This enables/disables the *Email Support* option on the Help pull-down menu.
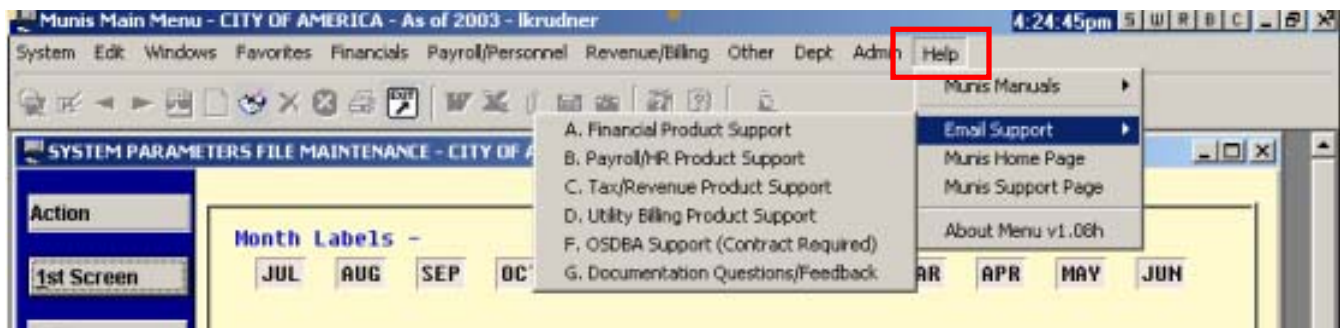
More information on running the menu

1. The program file is memdimen.42r and should take from 1-30 seconds to load the first time. When the menu comes up, verify everything works. Then exit the menu.

2. Load it again, and a dramatic improvement in startup time should occur as the cached menu file is loaded. One way to determine if you are running from the cache, rather than building the menu, is if the splash screen comes up. If a splash screen appears, the menu is doing a full build (or rebuild).

    Note: To have the splash screen appear when menus are rebuilding, the MDI Menu Setup program, "Show splash screen during rebuild" field must be check-marked.

    Menu Build: A menu build is triggered when you edit menu records, security records, or user records. For example, if this is the first install at your site, you may see the menu build often as menus are edited.
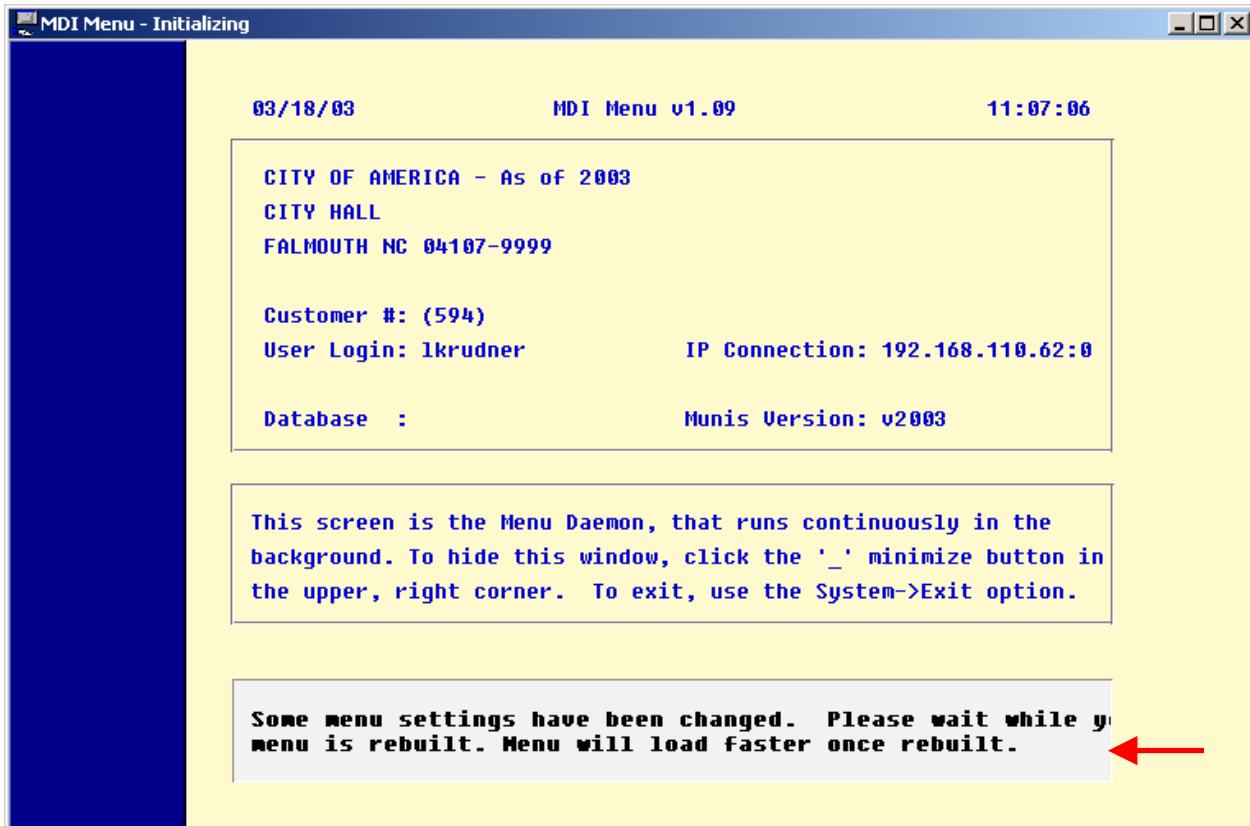
However, once your site is up and running, the menu build message should only appear occasionally.

How to Set up MUNIS manuals for access in the New Menus

Overview:
Instead of going to your computer's START button, in cascading menu format you have the ability to access the Help manuals from the MUNIS Toolbar and screens. This saves you time.
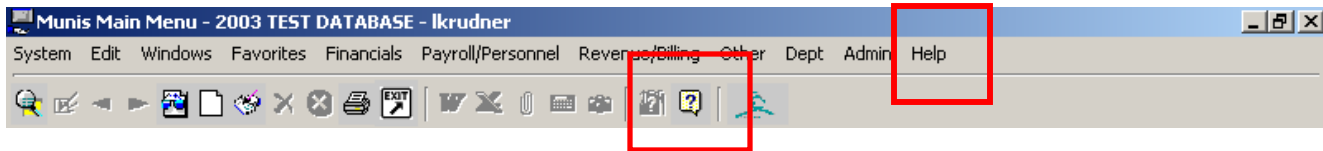
To set this up:
1. Load the online help documentation (*.chm) on:
   - the client PC (using the same directory structure on each PC) or
   - on a server that is accessible to each client PC.

2. Assign and export a new MU_HELPPATH environment variable. If there is no documentation directory path defined (see above) in this variable, the MUNIS system establishes a default directory path for the client PC. This default path is the standard documentation directory path previously used by MUNIS when you installed past documentation.

    Note: When setting the MU_HELPPATH variable, be sure to include backslashes to properly format the full pathname.

    Here is one example of a MU_HELPPATH variable pointing to directory on a network server:
        export MU_HELPPATH="\\\\PUBLIC_SERVER\\MUNIS\\ONLINE_HELP"

FOR MUNIS USERS: How To Access the Cascading Menus

Before you begin:
The cascading menus must be installed on your MUNIS system (by your system administrator; see page 11) before using the new cascading menus.

Where you choose the menu format:
When the MUNIS initialization menu (mini menu) appears, the MUNIS MDI (new cascading) menu option should display. Simply choose the option.

SCREENS

New On-screen Button Functionality

What they are:

On-screen buttons function similarly to side menu options. In fact, many on-screen button options are side menu options that have been moved on screen. These buttons are links to further information related to the program.

Why this is useful:

This new on-screen button functionality is handy because the checkboxes allow you to see if a screen is used or not. This has the potential to save you time and frustration since you don't have to actually enter a screen to see if there is pertinent data. If there is data on the screen in question, the associated checkbox already indicates it.

Side menu options moved on-screen

On Screen Functionality:

Some previous ring menu/side menu options are now available on the program screens. The placement of these buttons on the screen makes the features easier to use since the functionality is available beside the fields it is needed in.

Other On-Screen Features

📂 **On-screen program links:**
The Open button allows you to jump to a specific program. In the example above, your mouse can be used to click on the Open button to go to the Customer FM program and the Special Conditions/Notes FM program. Once in these programs (after using the Open button), you can exit out to be transferred back to the original program (in this case, the Bill Inquiry program).

🗓 **Use the Calendar button to set dates**.
Click on the Calendar button to open a screen where you can set the day, month, and year for the field you are in.

◀ ▶	Use to set the month.
⬆ ⬇	Use to set the year.
1	Use to set the day.

The calculator button.
This option calls a calculator that calculates directly from the current field. The calculation is then automatically entered in the field after exiting the calculator screen.

Radio buttons and check boxes

You will notice some fields, which used to take "Y"es or "N"o entries, have been changed to radio buttons or check boxes. This change gives you the option of entering the info with your mouse, or from your keyboard.

To make an entry:

Radio button
- Mouse: With your mouse, simply click the field to make an entry. If an entry already exists and you want to change your answer, simply check the answer you want and the selection automatically changes to that selection.

- Keyboard: From your keyboard, select <Enter> and then use your arrow keys to select the option you want, then press <Enter> again.

Note: When arrowing up or down in these fields, the option moves along with the arrow. If you don't select <Enter> the option will remain at the last radio button you arrowed through.

Check Box:

- Mouse: With your mouse, make the selection you want. To reverse the entry, click the box again.

  Note: To incorporate checkbox fields, that were previously "N" in Y/N fields, you must check the checkbox and then uncheck it.

  For instance, in Payroll on the Status Start Change screen, there is a check box field that indicates whether or not a payroll is complete. To find payrolls that are not complete, previously you could perform a *Find* using an "N" in the "Completed" field. Now, in order to perform a find with the check box fields, you must check the box and then uncheck it.

Differences:

There are some differences between check boxes and radio buttons.

Radio buttons:

With radio buttons, only one entry can be made out of the available set of radio buttons. In the example above, there are three available radio button options. You can only choose one. Also, you must choose one, you cannot leave all three options blank.

Check Boxes:

With check boxes, you can choose as many options as you want. In the screen above, out of the available check box options you can choose no option, three options or all options depending on your needs.

Negatives in Red

Certain MUNIS screens now display negative numbers in red. This functionality brings attention to negative amounts.

```
BILL INQUIRY - MUNIS Live Database                                    _ □ X

Action          Year  Type   Bill #     Cust #  Notes/SC  Bill Name   Ph

History         1998  RE-R   980001        100            ABC ELECTRIC
Detail          Parcel ID  0010-01                        100 SOUTH ST
Orig Bill       Alt Parc                                  BLUEBERRY HILL, MA 22551
                Prop Loc   1 MAIN ST
Lien/Sale
Quick Scan
Specific Bill      Int Dt      Billed     Abt/Adj     Pmt/Crd   Interest   Unpaid bal
W=Utility Acct  1 08/01/98     716.25      -1.25       715.00       .00          .00
X=Customer      2 11/01/98     716.25      -1.25       715.00       .00          .00
                3 02/02/99     716.25      -1.25       715.00       .00          .00
Y=Parcel        4 05/01/99     716.25      -1.25       715.00       .00          .00
Z=Name            Fees/Pen:       .00       5.00         5.00       .00          .00
                  Totals:    2,865.00        .00     2,865.00       .00          .00
Exit
Preferences     JAN  1 Owner:  ABC ELECTRIC                 Due 08/09/2002       .00
                                                            Next Int            .00
                                                            Int Paid       1,259.88



                                        2 of 2
```

MUNIS OFFICE PROGRAM LISTS

Attachment Feature Program List

The attachment feature is available in the following programs. This list is from the 2001.03, 2002, 2002.01, 2002.02, 2002.03, and 2003 releases:

Account Master Maintenance (ubacount
Applicant Maintenance (atappmnt)
Bill Inquiry (arbilinq)
Budget Amendment Entry (bgamdent)
Budget Transfers & Amendments (bgamdent)
Customer File Maintenance (arcstmnt)
Employee Deductions F/M (prempded)
Employee Inquiry (prempinq)
Employee Master File Maintenance (prmaster)
G/L Account Inquiry (glactinq)
G/L Journal Inquiry/Print (glcjeinq)
General Journal Entry & Proof/Update (glcjeent)
Invoice Entry (apicdent)
Inventory Item File Maintenance (initmmst)
Invoice Maintenance (apinvmnt)
Next Year Budget Entry (bgdeptrq)
Payment Entry (arcshrct)
Position Control (pmposctl)
Project Master Maintenance (paprjmmt)
Purchase Order Entry (poentpst)
Purchase Order Inquiry (poinqury)
Recurring Invoice Maintenance (aprecurr)
Requisition Conversion (rqconvrt)
Requisition Entry (rqentpst)
Terminated Employee Master (prmaster)
Vendor Bid File Maintenance (bqcatbid)
Vendor Inquiry/Reports (apvdrinq)
Vendor Maintenance (apvdrmnt)

Excel Program List

The Excel feature is available in the following programs. This list is from the 2001.03, 2002, 2002.01, 2002.02, 2002.03, and 2003 releases:

Applicant Tracking (atappmnt)
Consumption Analysis Report (ubcnsanl)
Create Bid/Catalog Master (bqcatbld)
Deduction Mag Media & Reports (prcumagm)
Employee Accruals F/M (premacru)
Employee Certification F/M (prempcer)
Employee Deductions F/M (prempded)
Employee Evaluation F/M (prempeva)
Employee Inquiry (prempinq)
Employee Job/Salary F/M (premppay)
Employee User Defined Fld F/M (prusrdat)
Enter Catalog Order Quantities (bqcatord)
Export Checks to ACSII File (apchkexp)
Fixed Asset Master File Maintenance (famstmnt)
G/L Account Inquiry (glactinq)
Grievance F/M (pmgrieve)
Inventory Item File Maintenance (initmmst)
Next Year Budget Entry (bgdeptrq)
Position Control (pmposctl)
Purchase Order Inquiry (poinqury)
Receipt Inquiry (arrecinq)
Vendor/Inquiry Reports (apvdrinq)

Word Program List

The Word feature is available in the following programs. This is an accumulated list from the 2001.03, 2002, 2002.01, 2002.02, 2002.03 and 2003 releases:

Applicant Tracking (atappmnt)
Bill Inquiry (arbilinq)
Create Bid/Catalog Master (bqcatbld)
Customer F/M (arcstmnt)
Employee Accruals F/M (premacru)
Employee Certifications (prempcer)
Employee Deductions F/M (prempded)
Employee Evaluations (pmempeva)
Employee Job/Salary F/M (premppay)
Employee Inquiry (prempinq)
Employee User Defined Field F/M (prempusr)
Enter Catalog Order Quantities (bqcatord)
Export Checks to ACSII File (apchkexp)
Fixed Asset Master File Maintenance (famstmnt)
G/L Account Inquiry (glactinq)
Grievance F/M (pmgrieve)
Inventory Item File Maintenance (initmmst)
MUNIS Print Spool Functions (spsplmnt)
Next Year Budget Entry (bgdeptrq)
Position Control (pmposctl)
Purchase Order Inquiry (poinqury)
Receipt Inquiry (arrecinq)
Vendor/Inquiry Reports (apvdrinq)

WORKFLOW AND RELATED REQUIREMENTS

Overview of Workflow

What is Workflow?
Workflow is a new MUNIS module. It is designed to extend the functionality and the productivity of MUNIS software by greatly improving process efficiency and employee productivity.

Workflow is defined as the automatic routing of approvals, rejections, and notifications related to selected transactions. With this definition in mind, the MUNIS Workflow module makes it easy to automate transactions (e.g. approvals and notifications) through their approval and delivery process. This is done using the standard business rules of your organization.

You set up these business rules in MUNIS Workflow to describe what should be approved and by whom, as well as any spending limits, etc. Workflow is flexible and you can set business rules for the entire process, for a specific department or location, or choose to tie rules to a particular GL account segment.

How it Works:
Workflow software gives you the ability to notify employees when actions are needed **without everyone having to log on to the system.**

Workflow is centralized, which means it is available across the entire MUNIS product line (Payroll, Accounts Receivables, Financials, Tax, etc.). As of the 2003 release, Workflow is available in more than 40 programs. MUNIS Workflow identifies employee(s) at the current stage of the approval or notification process and either routes an e-mail to them, or a message to MUNIS Messenger. Messenger is an application that allows approvers to view their own MUNIS "To Do" list without having to log in to the MUNIS system.

Note: You decide whether to use Messenger or regular e-mail. Please see page 32 for more information.

By using Customizable Business Rules (CBR), unique approval and notification processes can be created for many MUNIS transactions. CBR's allow separate approval/notification processes by department and location if desired.

Where Workflow is located:
Each module that is Workflow enabled has its own "Workflow Admin" option on the main menu (e.g., "Fixed Assets Workflow Admin"). You can access Workflow programs from these menus within each module. Please see the "Introduction to Workflow" section of the Workflow manual for more information.

It is also located on the G) Admin, F) Workflow Admin menu.

Other sources of Workflow information:

- For a complete reference to Workflow and its functionality, please refer to the Workflow Manual located on your MUNIS Documentation CD. The Workflow manual describes in detail many important aspects of the Workflow process. **Note:** To review the latest information regarding Workflow, please refer to our website at www.munis.com for the latest version of the Workflow manual.

- See page 54 for a list of MUNIS programs that are Workflow enabled for the 2003 Annual Release.

- See the Enhancement Release Notes for further information.

Set up Requirements

In order to use the new Workflow functionality, the following System Requirements must be in place.

- The IP address of each client PC must be in the hosts file on the MUNIS server, or have an entry in a DNS server on the LAN. **Note:** This may be the case if you currently run MUNIS Office or use Crystal Reports from your PC. If your MUNIS server is either Windows or SCO OpenServer 5.0.X, this step may not be necessary.

- To use MUNIS Messenger, have the following in place:
  - You must be at Windows 98 or Higher. **Note:** Windows Millennium (ME) and Macintosh computers are not Workflow compatible.

  - It is recommended by MUNIS that your system be at Client Version 3.50.1a. **Note:** This happens during the '*Auto Install of Client PC'* located on page 95 of this document.

- To use e-mail, you must be at Windows 95 or Higher.

- If you are using e-mail in conjunction with Workflow, a valid e-mail address must be set up for each employee in the MUNIS ID Code Permissions program (Option A. System Parameters).

Important! With the 2003 Annual Release, any approvers that were previously set up in the Req Dept/Loc File program will convert in the following manner:
- **Approvers that have an e-mail address entered in the ID Code Permissions program (option A. MUNIS System Parameters) will convert to "2" (E-mail).**
- **Approvers that do not have an e-mail entered will convert to "1" (Inbox).**

Please read the Workflow Business Rules Spooled Report, located on page 49 of this document. Review the "Workflow Approvers" and "Business Rules" that converted over for accuracy. If you need further assistance, please contact MUNIS Support.

After loading the 2003 release, you must do the following:

- Enter your SMTP Server/Port (e-mail server). Must be a valid e-mail server address or valid server name (if using the server name, must be resolvable to a valid address) **Note:** Port is set as 25 in most cases.
- Enter an Administrative e-mail address so that any Workflow functionality is delivered from here. **Note**: You may want to set up a specific Workflow e-mail address as shown below.

System Parameters FM screen

Important Note: If you do not wish to implement the Workflow functionality at this time, it is not necessary to set the above. However, make sure each employee is set as 'Delivery Method' "1" for Inbox in the Workflow Approver Maintenance screen. When you are ready to implement Workflow, refer back to this section.

For each employee, set the delivery method to "1" Inbox.
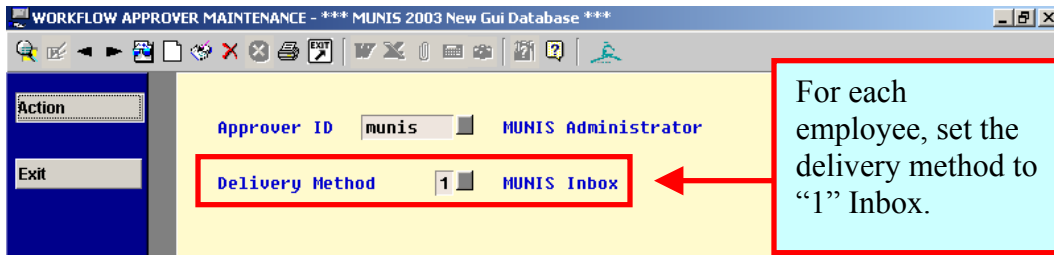
Workflow Options

E-Mail

You can choose to use e-mail functionality within the Workflow module.

Prerequisites:
- Each employee must be set to delivery method "2" ("e-mail") in the WORKFLOW APPROVERS FM program (refer to the Workflow manual for further program information).
- A valid business rule must be set in the Workflow Business Rules FM program (please see page 54 for the complete listing of business rules in the 2003 release).

Example:
With the 2003 release, Workflow e-mail functionality now exists within Requisitions.

When releasing a requisition, an e-mail notification is sent for approval (see below).

When releasing a Requisition, an e-mail is generated:

The e-mail is sent:

MUNIS Messenger

You can choose to use MUNIS Messenger within the Workflow module.

Prerequisites:
- Each employee must be set to Messenger "Inbox" in the WORKFLOW APPROVERS FM program (refer to the Workflow manual for further program information).
- A valid business rule must be added in the WORKFLOW BUSINESS RULES FM program (please see page 54 for the complete listing of business rules in the 2003 release).
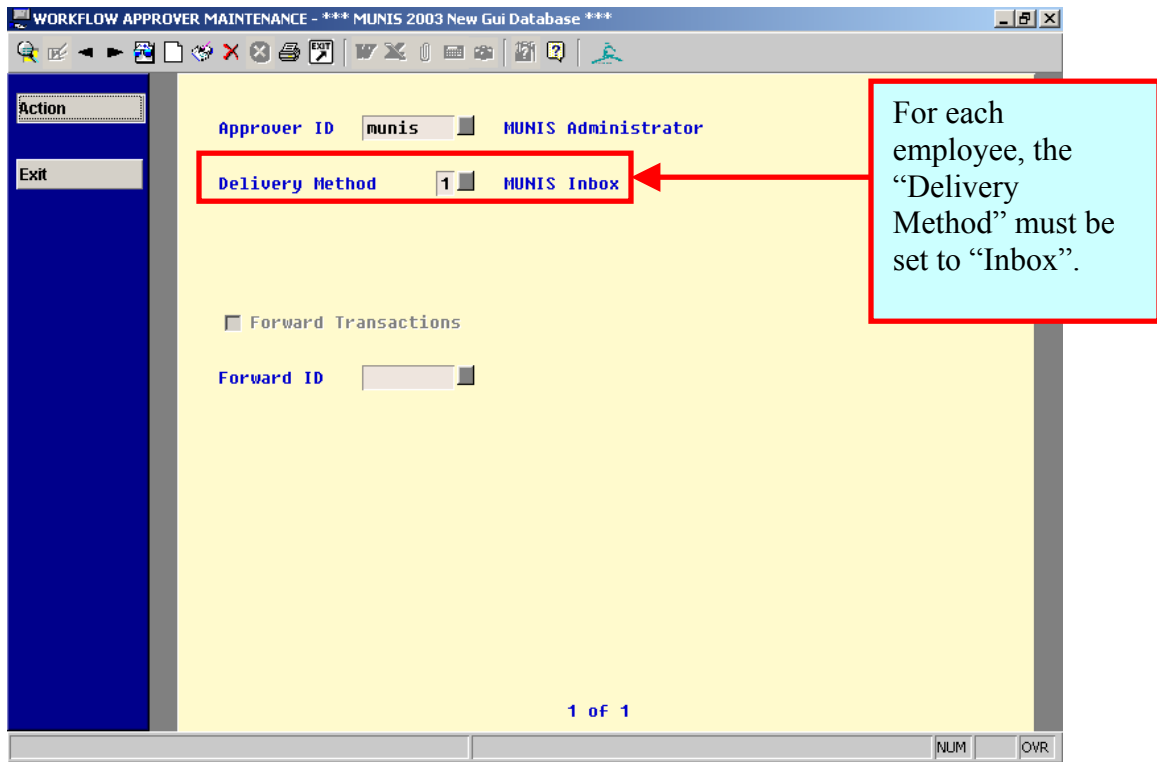
Example:
With the 2003 release, Workflow Inbox (MUNIS Messenger) functionality now exists within Requisitions.

When releasing a requisition, a notification is sent to you stating pending actions exist in Messenger (see below). Click on your messenger icon to access.
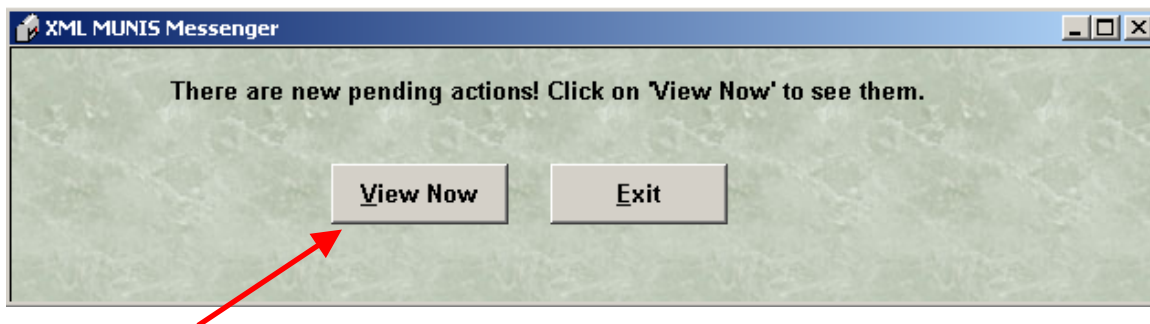
Click "View Now" to view all actions.
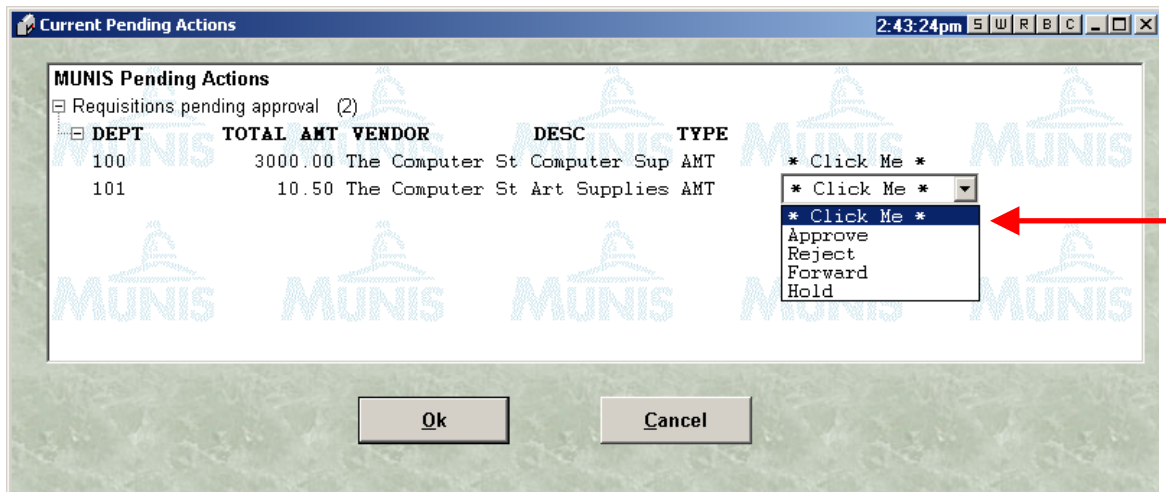
By selecting "Click Me", you can Approve, Reject, Forward or Hold the requisition. Examples are provided below.

Approve the requisition - Requisition is automatically approved.

Requisition Entry screen

Displays the new "Approved" status.

Reject the requisition - the following screen displays. Use to enter the reason for the rejection. An e-mail is sent to the originator that the requisition has been rejected.
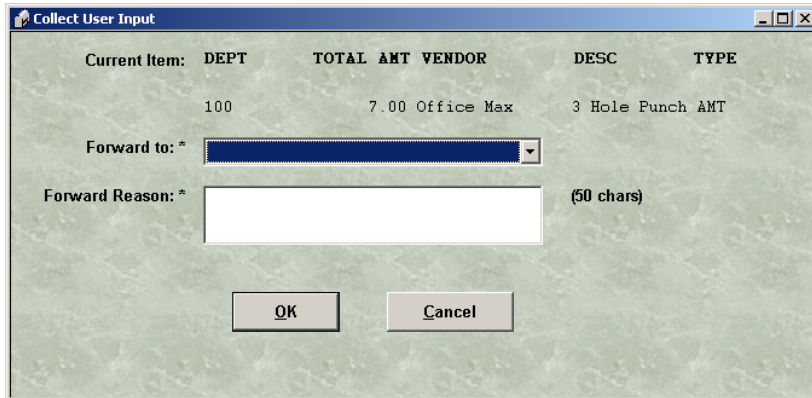
Forward the requisition - the following screen displays. Use to enter the forwarding employee and reason. The Pending Actions screen displays the employee the requisition is forwarded to and they are notified of the requisition.
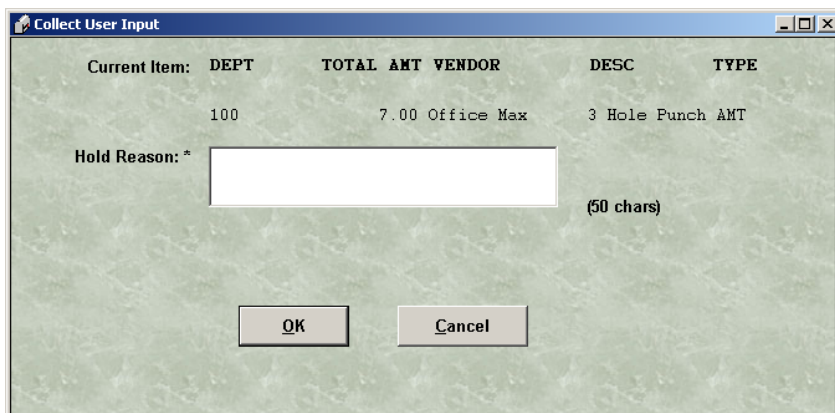
Hold the requisition - the following screen displays. Enter the reason for holding the requisition. The requisition status changes to "H"old.
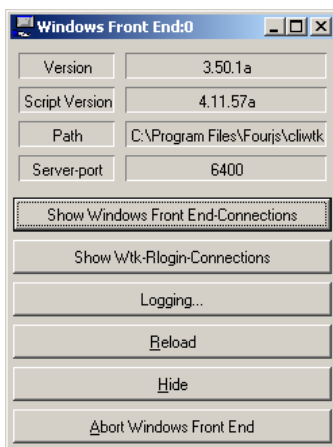
The approval process occurs without the employee logging completely into the MUNIS system! **Note:** In order to use this approval process, however, you must have the client Windows front-end open.

Install of MUNIS Messenger

Install Notes for MUNIS Messenger (v.1.2.0.16)

For the MUNIS System Administrator:

Note: Messenger should be installed and verified on a test PC prior to loading onto a client PC. Use the following steps to assist you in the install process:

1. Establish a workflow administrative user account on the MUNIS Server (not within MUNIS).
- **For Unix Servers**, this account functions the same as an ordinary user <u>except</u>:
  - Permission is needed to 'su' to another user,
  - Provide the password and
  - Run a program as that user.

    Important Notes:
  - The workflow administrative user must set up login sessions for every MUNIS Messenger user. Thus, there should be as many login sessions available as there are MUNIS Messenger users.
  - The workflow administrative user should have access **to a command line only and not a mini menu** when they log into the server.

5. Hold down the <Shift> key on your keyboard and insert the MUNIS 2003 Documentation CD into the CD Rom drive. Continue holding the <Shift> key for several seconds then release.

6. Enter the "msngr" folder on the root of the disc.

8. Double-click the setup icon:

Note: If the setup detects that an earlier version of MUNIS Messenger already exists on the target system, the following popup window displays:
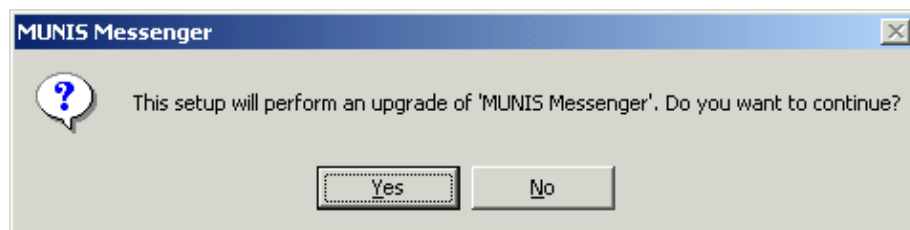
Answering "Y"es updates your MUNIS Messenger to the latest version and you do not need to direct the install to your Messenger folder (as described below).

9. After the setup initializes and you begin the install, you are prompted to select the directory in which the MUNIS Messenger and its supporting files will reside. It is

recommended that you accept the default directory, "C:\Program Files\Munis\Messenger" (Where "C" is the drive that contains the Program Files folder).

Note: For future reference, please note the location of this install directory. Select the appropriate folder and click "Next". The following popup window displays:
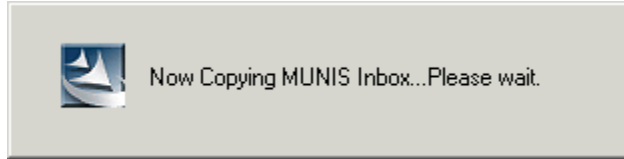
10.   A status icon appears that displays the progress of the install. When complete, click "Finish" to exit the install. This will create a shortcut on the test PC's desktop.

11. Establish the settings in the MUNIS Messenger. To do this, double click on the MUNIS Messenger shortcut.

MUNISMessenger

12. The following message appears:

Loading Settings

The configuration file (Settings.ini) does not exist in:
C:\PROGRAM FILES\MUNIS\MESSENGER

Click OK to enter these values yourself, or Cancel to exit the program and replace the file. Otherwise you should contact your system administrator to have the file re-built with the proper settings.

OK   Cancel

Click OK to continue

13. Once you choose OK, the following screen appears:

MUNIS Messenger Settings

MUNIS Server login credentials:

UID: Settings last updated: Never

PWD:

Alert me by:

☐ Pop-up Message

○ Play internal sound file

○ Play this sound file that I will provide (WAV format)

● No sounds

Program options:

Check for pending actions after how many minutes? 30

Present pending actions in: ● A tree view   ○ A standard grid

☐ Start MUNIS Messenger whenever Windows starts?

Save   Cancel   Advanced
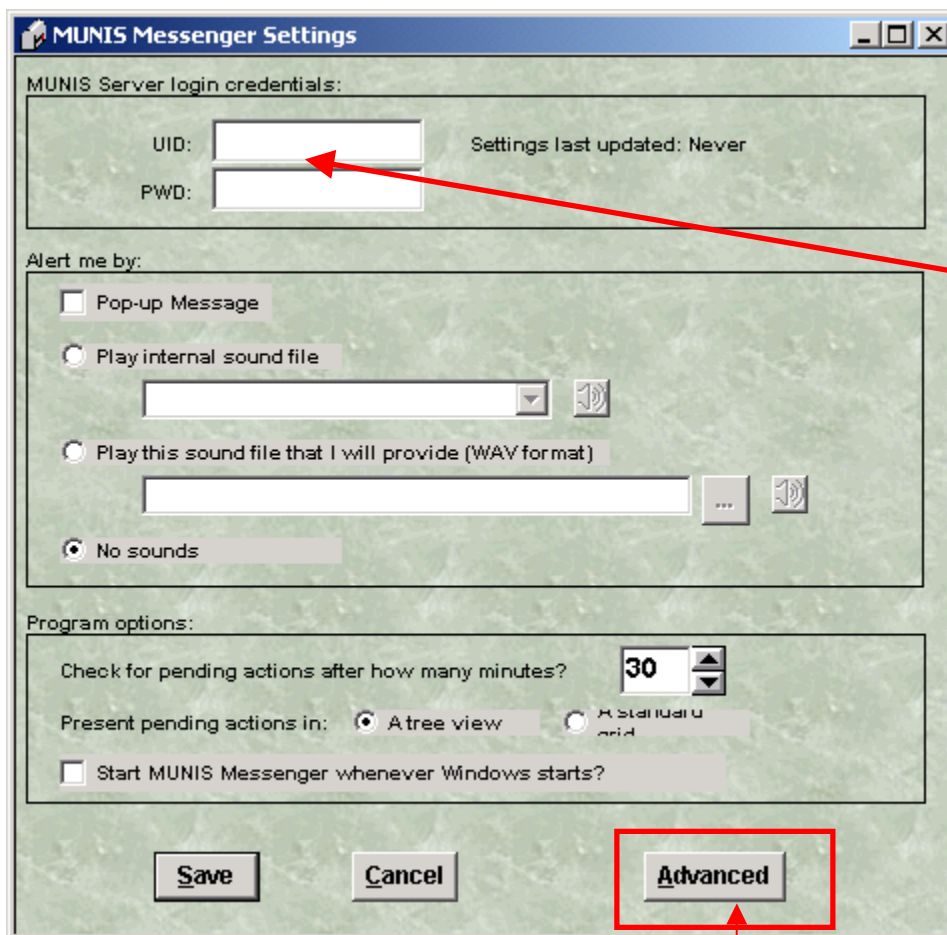
Enter your MUNIS user name and password.

Leave the rest as system defaults

14. Next, select the "Advanced" button located at the bottom of the screen

15. The following screen appears:

Enter the IP address of the MUNIS server and leave the rest as system defaults, changing only the MUNIS Server OS where applicable.

Select 'Use administrative user credentials first' and enter User ID and PWD of the workflow administrator that was previously created in step one

16. Next, open up a MUNIS session, logging in as the workflow user you created.
Note: The workflow user must **not** have access to a mini menu.

17. Review the prompt(s) received upon logging in. **Note**: These prompt(s) are needed to setup the login script section as shown above. Pay close attention to the spelling, exact case of the password, and system prompt variables. This information needs to be exact for the MUNIS Messenger script to function properly. See AIX and Windows 2000 Examples:

AIX Sample

Upon Receiving	Send Response	Possible Error Text
Password:	[*WPWD*]	invalid login name or password
TERM=(munis.ice)		
$	Su [*UID*]	
Password:	[*PWD*]	invalid login name or password
$	export FGLSERVER=[*IP ADDR*]:0	
$	Export MU_WORKFLOW USER=[*UID*]	
$	. guimessage	

18. Select the 'Add' button shown on the previous page and add the **'Upon receiving'** and **'Send response'** shown on the next page. **Note:** Mimic all information as it appears in the open session.

Script Item

For the workflow administrative user ID specify 'WPWD' to answer the password prompt. For the MUNIS users password prompt specify 'send response' as 'PWD'. Actual values will then be substituted for this text at run time.

Upon Receiving: `Password` (20 chars)

Send Response: `[*WPWD*]` (80 chars)

Possible error text: (100 chars) Separate with '|'

OK   Cancel

19. When completed, that section should look similar to the example shown below:

MUNIS Messenger Advanced Settings

MUNIS server parameters:

Host name (Or IP Address): `206.231.56.2`   Ping

How many seconds should we wait before timeout while attaching? `25`

Local port used for connections? `512`

User must supply password at runtime?

MUNIS Server OS is...?   • UNIX   ○ Windows NT/2000/.NET

MUNIS login options:

○ Use normal user credentials

• Use administrative user credentials first then switch to normal user

UID: `workfl`

PWD: `******`

The administrative user account is used to login to the MUNIS server first. The program will then alias itself as the defined MUNIS user to use workflow.

MUNIS server login script:

Upon receiving:	Send response:
Password:	[*WPWD*]
$	su [*UID*]
Password:	[*PWD*]
$	export FGLSERVER=[*IPADDR*]:0
$	. guimessage
$	export MU_WORKFLOWUSER=[*UID*]

Click on any line and drag to reorder the script items.

Add...   Edit...   Remove

Debugging:

☐ Trace on?   Info

☑ Initialize files when Messenger starts?

Leave 'Trace on?' blank.

Save   Cancel   Export

20. Click Save when finished.

21. Test the MUNIS Messenger on the test pc. To do this, log into guimunis so that the windows client front end is running. **Note:** It is required that you have the windows client front-end running at all times when using MUNIS Messenger.

22. Click on the mailbox icon located on your taskbar.

23. To verify that MUNIS Messenger is working properly, please refer to the 'MUNIS Messenger' section located on page 34 of this document and the Workflow manual located on the Documentation CD.

24. Once testing of the MUNIS Messenger is complete, right click on the mailbox icon located on your taskbar and select settings.

25. Click on the 'advanced settings' button and select 'Export' (see next page). This produces an 'install.ini' file located in the "C:\Program Files\Munis\Messenger" folder (Or the Messenger install folder if the default installation path was changed).

Advanced Settings Screen

26. Copy the 'install.ini' file from the test pc into a shared directory on your network.

27. Next, copy the contents of the "msngr" folder on the root of the cd into that shared directory located on your network.

28. Email the link, or a shortcut to the setup.exe file, to users intending to use MUNIS Messenger.

For The MUNIS User:

1. Go to the shared directory the System Administrator has given you.

2. Double-click the setup icon:

Setup.exe

> **Note**: If the setup detects that an earlier version of MUNIS Messenger already exists on the target system, the following popup window displays:
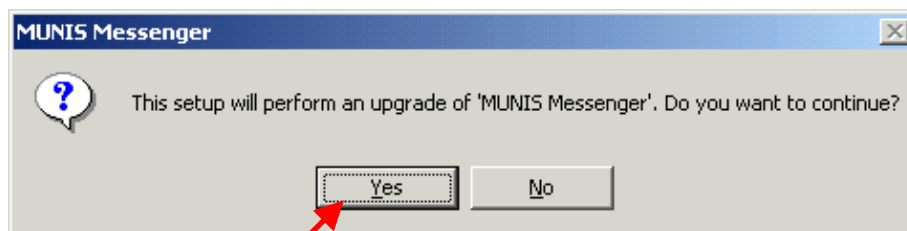
> Answering "Y"es updates your MUNIS Messenger to the latest version and you will not need to direct the install to your Messenger folder (as described below).

3. After the setup initializes and you begin the install, you are prompted to select the directory in which the MUNIS Messenger and its supporting files will reside. It is recommended that you accept the default directory, "C:\Program Files\Munis\Messenger" (Where "C" is the drive that contains your Program Files folder).

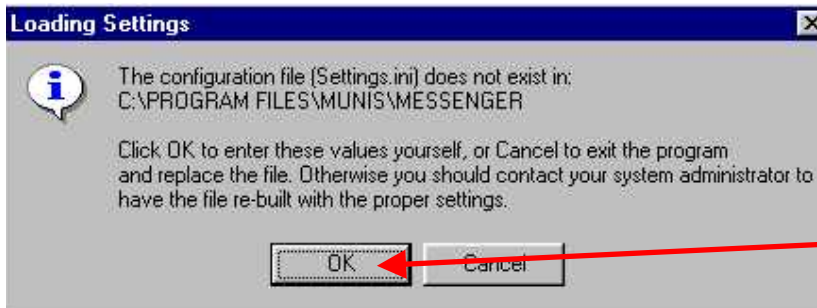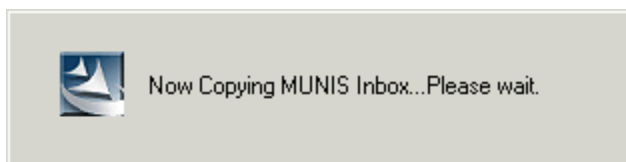**4.** A status icon appears to display the progress of the install. When complete, click "Finish" to exit the install. This creates a shortcut on the test PC's desktop.

5. Double click on the MUNIS Messenger shortcut that now exists on your PC's desktop:

MUNIS Messenger

6. The following message displays. Click OK to continue.

7. The next message displays letting you know that the user's name has not been entered in the Messenger settings. Click OK to continue defining the user parameters.

8. Enter the user settings as shown below:

The screenshot shows the MUNIS Messenger Settings dialog with a callout note reading:

Enter your MUNIS user name and password.

Leave the rest as system defaults

9. Click 'Save' when finished.

10. The next screen confirms that the 'Advanced settings' have been loaded successfully.

Note: To verify MUNIS Messenger is working properly, please refer to the 'MUNIS Messenger' section located on page 34 of this document

Workflow Business Rules Spooled Report

What it is

With the 2003 release, the current method of requisition approvals through the PO Requesting Dept Loc/File program is replaced by the robust capabilities of the new Workflow engine. Requisition and Contract approvals are the only functions within MUNIS for which the 2003 Workflow process is automatically installed. **Note:** Deploying this enhancement does not prevent you from using the requisition approvals process as before installing the 2003 release. The change with the 2003 release is where the approval information is stored and maintained.

When loading the 2003 release, a utility is automatically run to move the approval information from the RQ/PO department file into two new components: 1) a workflow approver record is created for each Approver User-ID and 2) a series of Workflow Business Rules are created to describe the approval method, over-budget approver and dollar amount limits.

If any approvers do not currently exist, they are automatically added as records in the Workflow Approver FM and Workflow Business Rules programs.

Example:

Prior to the 2003 Release, you have existing approval records. These records exist in various combinations. The following screens represent approval scenarios with single or multiple approvers and the new Business Rules that are created in 2003.

Please note: With the 2003 Release, the "Approval Method" field" does not exist, please verify approvers set up for the intended scenarios are set properly.

Scenario 1: Single Approver with levels, no Over Budget – Department "SUPT" (see below):

```
REQUESTING DEPARTMENT MAINTENANCE - Munis 2002.03 Database                    _ |B| X|

  [toolbar icons]

 Action          Department Code      SUPT      Org Code  [    ]   Short Name  [        ]
                                                Long Name  Superindent of Schools Dept
 Exit            Dept. Head User-Id   user1     User 1
                 Default Buyer-Id     [    ]
                 Default Ship-To-Code [    ]
                 Default Bill-To-Code [    ]                      Default Route  [ ]
                 C Y Next Req. Number   22255     C Y Next PO Number    44444
                 N Y Next Req. Number   55554     N Y Next PO Number    77889
                 Approval Method      S   Single Approver based on total requisition value
                 Over-budget Approver [    ]
                 Approver   User-Id   Name                 Max Amount
                 1st Level  Clerk     Office Clerk                100
                 2nd Level  manager   Office Manager              500
                 3rd Level  srmgr     Senior Manager        999999999
                 4th Level  [    ]     [            ]        [        ]
                 5th Level  [    ]     [            ]        [        ]
                 6th Level  [    ]     [            ]        [        ]


                                   1 of 1

                                                                   NUM     OVR
```

> **Before 2003 Release:**
> The Requesting Dept Loc/File Program contains Department Code "SUPT" and is set as a single approver method with multiple approval levels.

The next screen displays the new Workflow Business Rules created for Scenario #1.

```
WORKFLOW BUSINESS RULE MAINTENANCE - *** MUNIS 2003 New Gui Database ***        _ 8 X

OK          Process      REQ      Requisition Approvals
Exit        Department   SUPT     Superindent of Schools Dept
Cancel      Location
            Approver     Clerk        Clerk

            Process  Dept   Loc   Type  Step  Approver   Amount/Level  Rule  All

            REQ      SUPT         AMT    1    Clerk          100.00      A    N
            REQ      SUPT         AMT    1    user1           50.00      A    N
            REQ      SUPT         AMT    2    Manager        500.00      A    N
            REQ      SUPT         AMT    3    srmgr        5,000.00      A    N




                              1 of 4

                                                        NUM      OVR
```

After 2003 Release: For Department "SUPT", the approver records are added to the Workflow Business Rule Program. These approvers are also automatically added to the Approval FM program.

Scenario 2: Multiple levels with different over-budget approver – Department "2".

```
REQUESTING DEPARTMENT MAINTENANCE - Munis 2002.03 Database                    _|&|X|

 🔍 ☑ ◄ ► 🖼 🗋 ✎ ✗ ⊗ 🖨 [EXIT]  W  ✖  📎 ▭ ◫  🗐 🗐   ⚖

┌──────────┐
│ Action   │
└──────────┘      Department Code        2          Org Code  [        ]  Short Name [         ]
┌──────────┐                                        Long Name  Police
│ Exit     │
└──────────┘      Dept. Head User-Id    [        ]
                  Default Buyer-Id       [        ]
                  Default Ship-To-Code    1          Central Office
                  Default Bill-To-Code    1          Central Office          Default Route  [ ]
                  C Y Next Req. Number     12222     C Y Next PO Number       22255
                  N Y Next Req. Number   [        ]  N Y Next PO Number     [        ]
                  Approval Method          M    Multiple Approvers, based on total requisition valu
                  Over-budget Approver   [        ]
                  Approver    User-Id    Name                   Max Amount
                  1st Level   user1      User 1                        100
                  2nd Level   Clerk      Office Clerk                  200
                  3rd Level   manager    Office Manager                500
                  4th Level   srmgr      Senior Manager          999999999
                  5th Level  [      ]   [              ]        [         ]
                  6th Level  [      ]   [              ]        [         ]


                                      1 of 1

                                                                    NUM      OVR
```

> **Before 2003 Release:**
> The Requesting Dept Loc/File Program contains Department Code "2" and is set as multiple approval levels.

| | WORKFLOW BUSINESS RULE MAINTENANCE - *** MUNIS 2003 New Gui Database *** | | |

After 2003 Release: For Department "2", the approver records are added to the Workflow Business Rule Program. These approvers are also automatically added to the Approval FM program.

Process: REQ   Requisition Approvals
Department: 2   POLICE
Location:
Approver: user1

Process	Dept	Loc	Type	Step	Approver	Amount/Level	Rule	All
REQ	2		AMT	1	user1	100.00	A	N
REQ	2		AMT	2	Clerk	200.00	A	N
REQ	2		AMT	3	Manager	500.00	A	N
REQ	2		AMT	4	srmgr	5,000.00	A	N

1 of 4

When the utility run is completed, you are prompted to spool/print a report (wffrom.001) of any inconsistencies, if they exist. These inconsistencies occur if:

- an approver is not a valid MUNIS user or
- if an approver/over budget amount needs to be verified (due to the record already existing in the Business Rules FM program).

Note: This report should be blank. If any inconsistencies show on the report, please contact MUNIS Support for assistance.

Programs incorporating Workflow (with associated Business Rules)

Accounts Receivable

Program	FER #	A/N	Business Rule(s) "Process"	Additional information
A/R Refunds & Reversals (arrefrev)	mn43245	N	RRB	Notification sent when an A/R Refunds & Reversals batch has been *Output-Released*.
			RRF	Notification sent when a bill with a credit balance has been successfully refunded.
			RRV	Notification sent after a receipt has been reversed.
Bill Refund Processing (arrefund)	mn43243	N	RFB	Notification sent when a batch is output and released.
			RFN	Notification sent when adding a refund record.
		A	RFA	Approval request generated when a refund record is added.
Payment Entry (arcshrct)	mn44692	N	PEO	Notification sent when releasing or un-releasing a batch with specific information relating to the batch including: batch number, total amount, clerk, number of receipts and effective date info.
Payments Journal & Post (arpstrct)	mn45100	N	PJN	Notification sent when batch has been *Output-Posted*.
Process Lockbox File (arlckbox)	mn43246	N	BOX	Notification sent when a successful *Process* has been completed with no errors.

Financials

Program	FER #	A/N	Business Rule(s) "Process"	Additional information
Budget Amendment Entry (bgamdent)	mn44497	A/N	BGA	The employee creates a budget amendment (BUA) and it has a status of "HELD" (displayed in the new field on the Budget Amendment header screen). Release the budget amendment. The status is updated to "Pending Approvals". All step 1 approvers are notified. If step 1 is approved, then step 2 is notified and so on. The approver can approve the budget amendment either by clicking "Approve" and then "OK" in Messenger or in the Budget Approvals program and update the BUA to "A"pprove. After all the approval steps have been met, the budget amendment is at "APPROVED" status. Once "APPROVED", it can be *Output-Post*. **Note:** If the "All approvers at this level are required to respond" field is checked in the Workflow Business Rule Maintenance program, then all of step one employees need to approve before it will move on to the next step. If at any time the budget amendment is rejected, the approval process stops. The BUA is set back to a status of "HELD". This is so the rejected BUA can be re-released, updated or deleted. It can then be re-released and the approval process starts over.
Enter Inventory Counts (inactual)	mn43688	N	INV	Notification sent when an inventory item has reached its reorder point.
Inventory Item File Maintenance (initmmst)	mn43688	N	INV	Notification sent when an inventory item has reached its reorder point.
Pick Ticket (inticket)	mn43688	N	INV	Notification sent when an inventory item has reached its reorder point.
Purchase Order Entry (poentpst)	mn44499	A/N	POE	To approve purchase orders using Workflow, you must have the following conditions met: • When adding a purchase order, the "Approved" field must be set to "N", indicating that the purchase order has not been approved, • A business rule (POE) must be correctly added in the WORKFLOW BUSINESS RULE FM Program

				• The purchase order must be released (select *Release* on the side menu option). After the purchase order has been released for approval, you can choose to approve the batch from MUNIS Messenger (see Workflow manual for reference information regarding this functionality). **Note:** After the batch is approved, the "Approved" field is automatically changed to "Y". In PURCHASE ORDER INQUIRY, The *Z=Conv Appr* side menu option has been renamed to *Approvers* and modified to display the workflow activity that exists for a particular purchase order.
Requisition Entry (rqentpst)	mn42711	A/N	REQ	To approve Requisitions using Workflow, the following conditions must be met: • A business rule (REQ) must be correctly added in the WORKFLOW BUSINESS RULE FM Program, • You must *Release* the requisition. After the requisition has been released, you can approve from MUNIS Messenger (see Workflow manual). You can choose to Approve, Hold, Reject or Forward the requisition. **Note 1:** If you update any key fields on the requisition (Department, GL Account info, Amounts, Unit Price, Qty) the workflow process restarts and another approval is needed. **Note 2:** To restart the Workflow process, all requisition changes MUST be made within the Requisition Entry program. **Note 3:** The *Approvers* side menu option displays all workflow activity.
Roll/Merge Projection (bgrollmg)	mn44484	N	BGR	Notification sent when a budget projection has been rolled to a new approver level.
Transaction Entry/History File (intrhist)	mn43688	N	INV	Notification sent when an inventory item has reached its reorder point.
	mn43788	N	INB	When receiving (through PO Receiving File Maintenance) an item on back order, a notification is sent. When you issue a Pick ticket with an amount in the back order column, this generates a backorder pick ticket for that inventory item. No notifications are sent if the inventory is adjusted in. It is only sent when receiving the item.

Payroll/Personnel

Program	FER #	A/N	Business Rule(s) "Process"	Additional information
Time/Attendance Entry (prtimatt)	mn43713	A/N	PRT	After a Daily Time /Attendance batch has been added and is ready for approval, select "Release" to release the batch to the "Approver(s)". Each Approver verifies the batch, and selects "Approve".
Generate Earnings/Deductions (prgenddp)	mn43713	A/N	PRG	A *Notify* side menu option has been added to the program for Workflow functionality. If Workflow is used in this program, only batches that are Approved ("Status" flag "Y" in Time/Attendance Entry) for that payroll run and warrant are included in the *Generate*. Once the *Generate* is done (select *Execute*), then the "Posted" field in Time/Attendance Entry updates to "Y"es (for posted batch). If Workflow is not set up, then all batches are included in the Generate, even batches not Approved.
Generate Earnings/Deductions (prgenddp)	mn43714	N	PRG	A *Notify* side menu option has been added to the program for Workflow functionality. When all batches have been generated, the *Notify* option may be selected. A text box appears stating that notification will be sent to other assigned users and then asks to send notifications. When "Yes" is selected, notifications are sent to Messenger or e-mail, depending on the set up for this functionality.
Employee Update (prempupd)	mn43714	N	PRU	A notification is sent if an Employee Update has been completed.
			PRX	If a *Reversal* is run in the program and then *Update* is run again, a notification is sent once again. If an error occurs in the *Update* process, an Error notification is sent rather than the Update notification (PRX).
Check Register (prchecks)	mn43714	N	PRC	A notification is sent when a check is printed for Payroll Checks.

The general message is: "Checks printed for Warrant xxxx Type xxxx". **Note:** When printing the checks, a notification is sent only when the *Print* option is used from *Output*. A notification is not sent on reprinted checks. |
| | | | PRA | A notification is sent when a check is printed for Payroll Advices.

The the general message is: "Checks printed for Warrant xxxx Type xxxx". **Note:** |

				When printing the checks, a notification is sent only when the *Print* option is used from *Output*. A notification is not sent on reprinted checks.
			PRV	A notification is sent when a check is printed for Vendor Checks. The general message is: "Checks printed for Warrant xxxx Type xxxx". **Note:** When printing the checks, a notification is sent only when the *Print* option is used from *Output*. A notification is not sent on reprinted checks.
			PRD	A notification is sent when a check is printed for Vendor Advices. The the general message is: "Checks printed for Warrant xxxx Type xxxx". **Note:** When printing the checks, a notification is sent only when the *Print* option is used from *Output*. A notification is not sent on reprinted checks.
Post Proj Data to Budget (pjbuddet)	mn43714	N	PJB	A notification is sent when the budget details are posted.
G/L Distribution Journal/Update (prjournl)	mn43714	N	PRJ	When the journal is posted to the General Ledger, a notification is sent.
Direct Dep Register/Media (pradvreg)	mn43714	N	PRR PRE	Notification is sent after 2 types of checks are generated; 1) for Employee checks and 2) for vendor checks.
Actions Entry (pmactpen)	mn42923	A/N	PMB	Approval request generated when the "Action Cat" type is "B" - (Benefits Change).
			PMN	Approval request generated when the "Action Cat" type is "N" - (New Hire).
			PMS	Approval request generated when the "Action Cat" type is "S" - (Salary Change).

MUNIS WEB-SITE PROGRAM ACCESSIBILITY

You can now access programs from the MUNIS Web-site

What it is
The MUNIS website has been updated to include useful program information, such as trouble saving tips, programs and essential downloads.

How this works
You can access this information by visiting the MUNIS website at www.MUNIS.com. At the main page, please follow these steps:

- Click the "Customer Tools" link
- Click the "MUNIS Trouble-Saving Tips"
- Enter User Name of "MUNISuser" and a Password "ccs"
- You are then brought to the main screen needed for program information.

On the main screen, please note that all tips are ordered from the newest date posted.

Note: If you know the FER # associated with the tips on this page, you can perform a search <CTRL-F> on the work order for faster referencing.

Enter the FER number here (if known) for faster referencing.
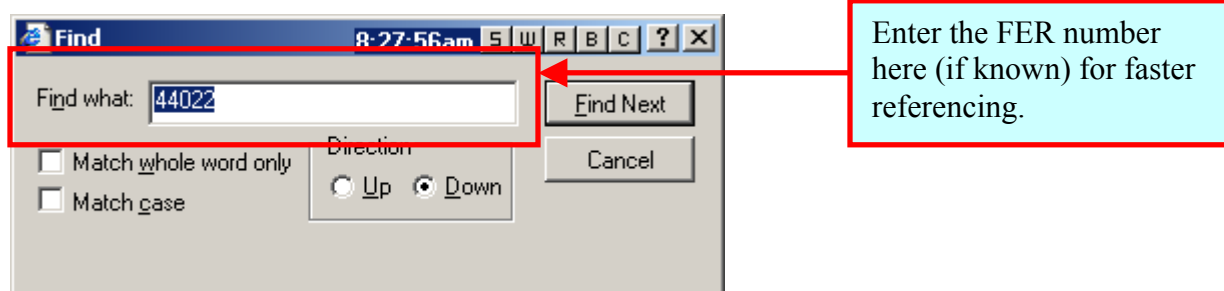
Example:
The following is a screenshot of trouble saving tip information:

MUNIS Trouble Saving Tip
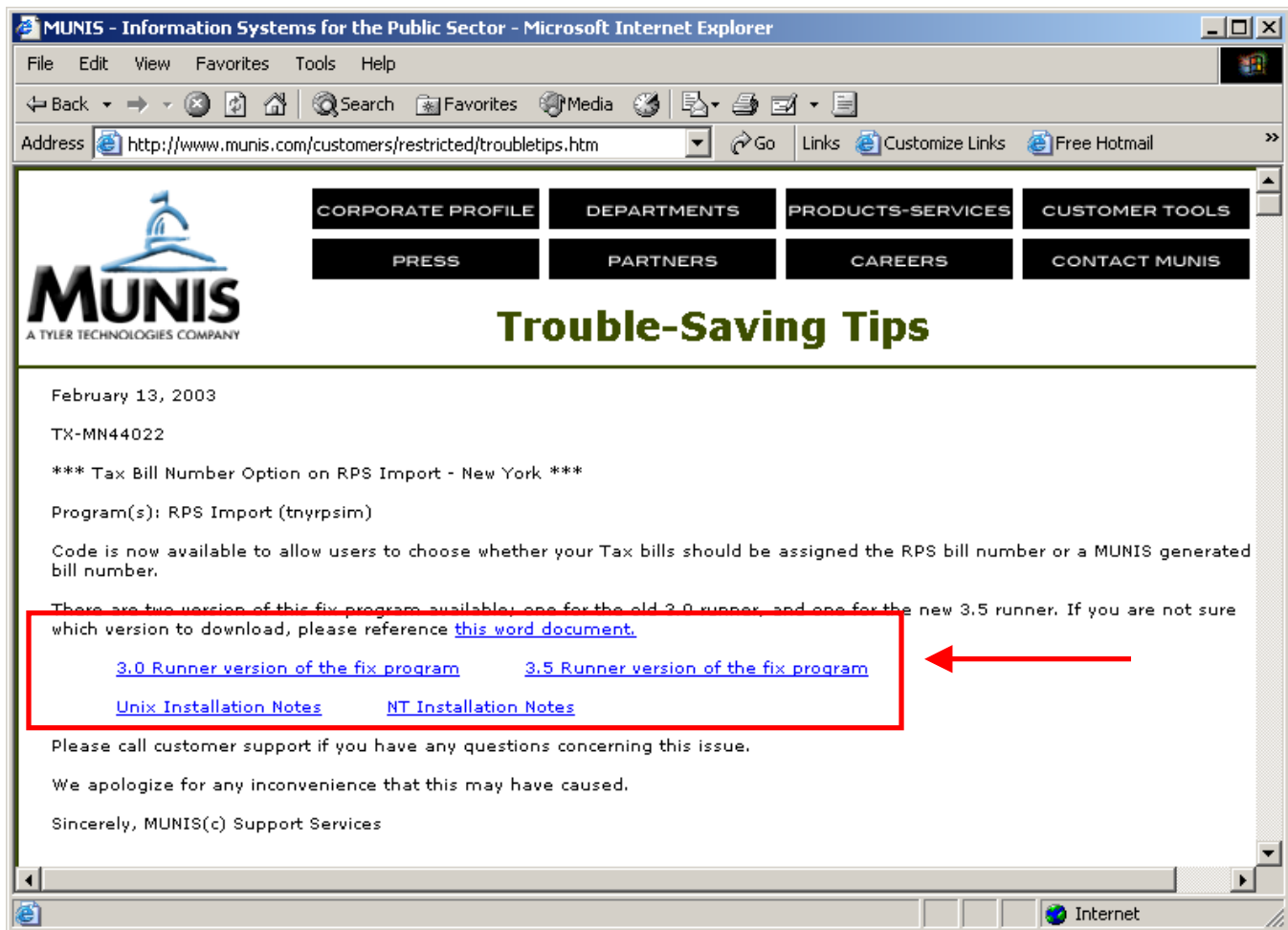
Each tip includes the following key information:
- A description of the fix or enhancement,
- A word document explaining which runner is applicable to your site for your reference,
- A 3.0 & 3.5 runner version of the change for you to download (**Note:** Not all tips require a program download),
- NT and UNIX Installation notes for your reference.

Check this website often for the latest and greatest MUNIS enhancement information!

REDESIGN OF SYSTEM ADMINISTRATION MODULE

System Admin Redesign: Overview

What It Is
With the 2003 release, the System Administration menu structure has been re-designed.

Why this is important:
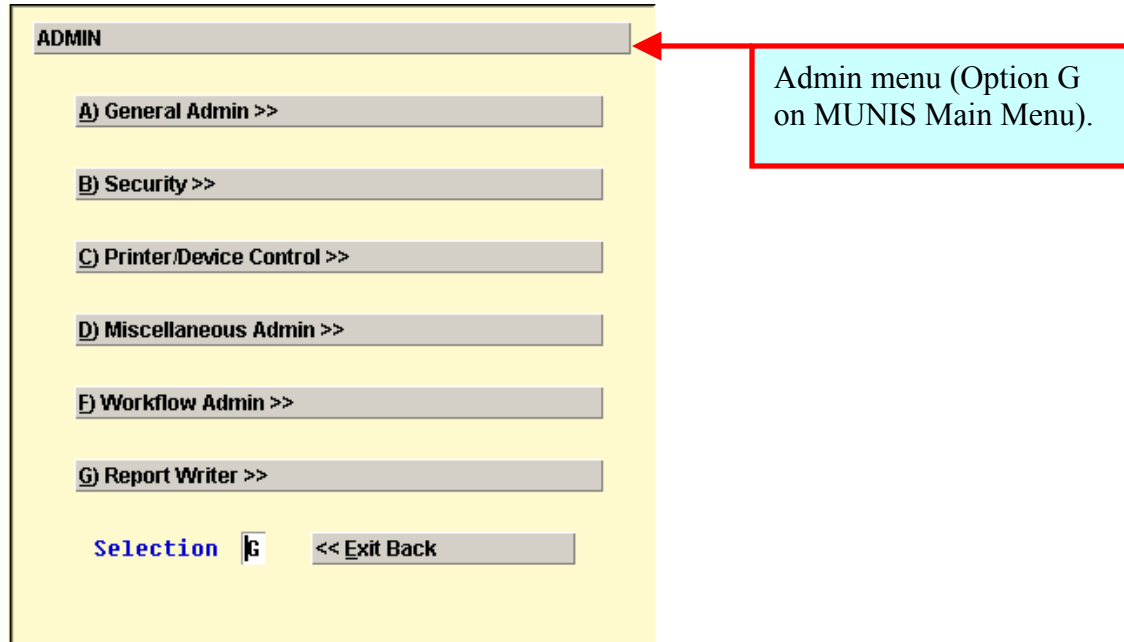With the new look of System Administration, you can access information quickly and easily.

Admin menu (Option G on MUNIS Main Menu).

- Option A) General Admin contains general System Admin programs, such as Parameter FM and Department FM.
- Option B) Security contains security programs such as ID Code Maintenance.
- Option C) Printer/Device Control contains all printer program information.
- Option D) Miscellaneous Admin contains programs such as System Update and Attachment File Extensions.
- Option F) Workflow Admin contains all programs regarding Workflow functionality.
- Option G) Report Writer contains Crystal Reports and IQ Objects programs.

Please see the System Administration Manual included in the 2003 release for complete information.

System Parameters - Spool File Change

Note: Please refer to MN41782 in the 2003 Enhancements document and your System Administration Manual included in the 2003 release for more information.

In the ID Code Maintenance program, option A. System Parameters, the field "Full Spool File Access" has been renamed "Spool File Access". This field accepts options (F)ull, (P)ersonal or (D)ept. These options are also used in the Spool File Maintenance program. With the 2003 release, each user needs to be modified to one of the following options:

- "F" – Full access, to view/maintain all spool files (same as previous option "Y"),
- "P" – Personal access, use to view/maintain your own spool files (same as previous option "N"),
- "D" – Department access, use this new option to view/maintain spool files associated with employees with the same department code (defined in the ID Code Maintenance program).

A. System Parameters screen

FER HIGHLIGHTS

The following is a list of work orders considered of high importance. Use the [binoculars icon] Find option (when you are in Adobe Reader) to find the work order you are interested in:

Accounts Receivable

mn15830 – New fields automatically format customer names
> A/R Parameter Maintenance (arparmnt)
> Customer File Maintenance (arcstmnt

mn43114 – Liability processing now optional
> Tax Parameter Maintenance (txparmnt)

mn44239, mn44641 – You can choose to add penalties to personal property bills
> A/R Parameter Maintenance (arparmnt)
> Bill Inquiry (arbilinq)
> Payment Entry (arcshrct)

Financials

mn41241 – PO Maintenance Re-Write

mn42660 – You can import budget amendment information
> Budget Projection Master Maintenance (bgprojmt

mn44527 - You can add GL Account restrictions to program
> Vendor Inquiry/Reports (apvdrinq
> ** For more information, please refer to the GL Year End Documentation located on your Documentation CD.

Payroll/Personnel

mn30962 – Expanded "Allocation Number" field
> Payroll Allocation F/M (prallmnt)

mn42537 – New program in Personnel Processing for Employee Grievances
> Process Stage F/M (pmgrvpro)

mn42538 -- New program in Personnel Processing for Employee Grievances
> Grievance F/M (pmgrieve)

mn42998 – "E-Mail Address" and "Supervisor" fields added to Employee Master F/M
> Employee Master F/M (prmaster)

Applicant F/M (atappmnt)
Condensed Pending Masterfile (prempmas)
Employee Inquiry (prempinq)
Payroll Check Processing (prchecks)

mn43223 -- New OSHA program added for treatment facilities
OSHA Treatment Facility F/M (pmostret)

mn43225 – New OSHA program added to track incidents
OSHA Injury/Illness F/M (pmosflmt)

mn43226 – New OSHA program added for Form 300A
OSHA Form 300A Summary Report (pmossmrp)

mn43228 – New OSHA program added to calculate and print incident rates
OSHA Incident Rate Calculator (pmoscalc)

mn44520 – New program added in Personnel Processing/Employee Training
Course Instructor F/M (pmtrnins)

mn44522 – New program added to Personnel Processing/Employee Training
Course Location F/M (pmtrnloc)

mn44523 – New functionality added to Training Course F/M
Training Course F/M (pmtrncrs)

mn44524 -- New functionality added to Course Prerequisite F/M
Course Prerequisite F/M (pmtrnpre)

mn44525 -- New program added to Personnel Processing/Employee Training
Employee Training F/M (pmtrnemp)

mn44526 – New program added to Employee Training
Training Course Report (pmtrnrpt)

FER HIGHLIGHTS – IN-DEPTH LOOK

Department codes – Centralized Location

Overview

What it is:
Under FER mn44720 a centralized department file maintenance option is introduced.

Why this is important:
In addition to facilitating the control and maintenance of the new Workflow functionality, the option provides a "single point" for department maintenance.

With the 2003 release, the System Department Code File becomes the Master "Parent" file for all department codes used within MUNIS.

Changes to System Department Code File Maintenance (spdepcod)
The System Department Code F/M program is now used to maintain department codes at the system level for all modules. The screen includes a checkbox and drilldown button combination for each of the subsidiary or product specific "child" files.
- If the checkbox is unchecked, then the code is not found in that module's "child" file. The corresponding drilldown button will run the appropriate module's F/M program in an auto-add mode for the current code.
- If the checkbox is checked, then the code is stored in that module's "child" file. The corresponding drilldown button will run the appropriate module's F/M program in which the user can maintain the code.

Important! A department code cannot be deleted at the system or "parent" level until it has been individually deleted from all of the subsidiary or "child" files.

This program includes a side menu option, "View Dept Files". With this option, you can run any of the individual "child" department code file maintenance programs.

Note 1: This option differs from the screen's drilldown buttons in that the drilldown buttons restrict maintenance to the current system code.

System Department Code FM Program

With the 2003 release, the following files are now considered subsidiary or "child" files to the "parent" system file:
- Fixed Assets Department Code F/M,
- Permits & Code Enforcement Department Board F/M,
- Requisitions Department Code F/M, and
- Work Order Department Indirect Labor Rate F/M.

Note 2: While the System Department Code F/M offers centralized access through "View Dept Files", individual module's department code F/M programs are still individually accessible from each of those module's menus.

Important points:
- A/R MISCELLANEOUS CODES F/M is no longer used to set up those miscellaneous department codes used for General Billing or Miscellaneous Cash receipting. Any programs that used these miscellaneous department codes have been modified to reference the "parent" system table. Any new codes that are needed should be created through SYSTEM DEPARTMENT CODE F/M.

- WORK ORDER MISCELLANEOUS CODES F/M is no longer used to set up those miscellaneous department codes used in the Work Order module. Any programs that used these miscellaneous department codes, including WORK ORDER DEPARTMENT INDIRECT LABOR RATE F/M, have been modified to reference the "parent" system table. Any new codes that are needed should be created through SYSTEM DEPARTMENT CODE F/M.
- Any Accounts Receivable, General Billing or VA Income Tax programs that previously referenced the department codes set up through REQUISITIONS DEPARTMENT CODE F/M have been modified to reference the "parent" system table. Any new codes that are needed should be created through SYSTEM DEPARTMENT CODE F/M.

Other important considerations:

ID Code Maintenance
- In ID CODE MAINTENANCE, option A (MUNIS System Parameter), *Help* functionality now exists for the department code field based on the codes in the "parent" system file. If not blank, then this code must exist in the "parent" system file. Previously, the help was on the "child" subsidiary Requisitions file and there was no validation on the entered department code.

ID Code Maintenance – A. System Parameters screen

Fixed Asset Department Code F/M

- When adding a new department code through FIXED ASSETS DEPARTMENT CODE F/M, *Help* functionality now exists for the department code field. This help is on the department codes existing in the "parent" system table.

- **Note:** You can choose to use an existing code or to add a new code. If a new code is added, then this code will automatically be added to the "parent" system file as well as the Fixed Assets "child" file. You can maintain a code's description fields only if the code is not being used in another module's "child" file, otherwise, the descriptions must be modified through System Department Code F/M.

Fixed Assets Department Code F/M screen (child program)

Help on this field. Exists in the department codes from the Parent table.

Requisitions Department Code FM

- When adding a new department code through REQUISITIONS DEPARTMENT CODE F/M, *Help* functionality now exists for the department code field. This help is on the department codes set up in the "parent" system table.

- **Note:** You can choose to use an existing code or to add a new code. If a new code is added, then this code will automatically be added to the "parent" system file as well as the Requisitions "child" file. You can maintain a code's description fields only if the code is not being used in

another module's "child" file, otherwise, the descriptions must be modified through SYSTEM DEPARTMENT CODE F/M.

Requisitions Department Code F/M (child program)

Report Sample of Department Code Spooled Report 'spupdd.001'

What it is

When the 2003 Annual release is run, a conversion takes place that moves any department codes previously existing in individual module department files into the System Department Code File. Specifically, department codes previously set up through ACCOUNTS RECEIVABLE MISCELLANEOUS CODES F/M, FIXED ASSETS DEPARTMENT CODE F/M, REQUISITIONS DEPARTMENT CODE F/M, and WORK ORDERS MISCELLANEOUS CODES F/M <u>have been added</u> to the system file.

The department code report (spupdd.001) is placed in your spool directory at the time the 2003 release is run.

The spooled report provides you with detailed information on errors, discrepancies and actions taken during the conversion program (*see below*)

```
02/11/2003                    MUNIS - 2003 TEST SYSTEM                    PAGE 1
07:49:39                   UPDATE MUNIS DEPARTMENT FILES                   spupddep

CODE DESCRIPTION                    SHORT DESC FILE         MESSAGE (S)
----- ----------------------------- ---------- -------------- -------------------------
```

CODE, DESCRIPTION, SHORT DESC show the department information of the department added to the system file or identified as a discrepancy or an error between the system file and the individual module file. **FILE** tells in which of the four module files the department record was found: Fixed Assets, Requisitions, Work Orders or A/R.

MESSAGE (S) details to the user the action taken, additionally identifying items of review for the user. The report can show one or more of the following messages – informative, error or discrepancy.

The three types of messages the spooled report displays are listed on the following pages:

Message	Example	Description	Action
Informative	**Example:** 'Non-system' dept to be added to 'system' file.	Explains the action taken by the conversion program to add a department from a "child" module into the master "parent" department file.	No user intervention is required, unless the addition to the system department file is unexpected.
Error	**Example:** ERROR - Dept code is not in the 'system' file but does exist in multiple 'non-system' files with diff desc(s), therefore, will be added to the 'system' file with the following descriptions: System Description: 001 System Short Desc : 001	Used to alert the user to the existence of a department in multiple modules with different descriptions and/or short descriptions. The department will be added to the system file with a description and short description of the department number, as MUNIS would be unable to determine which description would be more correct The report identifies each module where the department record was found (FILE column on the report). The user must review these changes and correct the system department file with the proper description to have attractive screen displays and reports. **Note:** If these codes are stored in the Fixed Assets "child" file and/or the Requisitions "child" file, then the descriptions found there are updated to match those now used in the "parent" system file (i.e. the department code).	The report identifies each module where the department record was found (FILE column on the report). The user must review these changes and correct the system department file with the proper description to have attractive screen displays and reports.

Discrepancy	**Example:** DISCREPANCY - Dept code already exists in the 'system' file with a different description & short desc. System description: TRANSPORTATION System short desc : TRANS	Used to alert the user to discrepancies between department descriptions and/or short descriptions between the system or "parent" department and a department record in a subsidiary or product specific "child" department.	The report identifies where the department record was found (FILE column on the report). The user must review this information and correct the system department record descriptions, if required. If two or more different modules denoting unique departments have used the same department number, the user will be required to potentially add a new department and update records in the proper module to use the new department number. **Note 1:** Workflow business rules could be impacted if a requisitions department is involved. **Note 2:** If any selected department codes exist with discrepancies and these codes are found in the Fixed Assets file and/or the Requisitions file, then the descriptions in those "child" files are updated to match the "parent" system file's descriptions.

Note: If further assistance is needed, please contact MUNIS Technical Support

PO Maintenance Redesign

What it is:
Under FER mn41241 the PO Maintenance program has been redesigned.

Why this is useful:
Some of the major highlights to the new design are:

- When entering the program, you are automatically in *Update* mode. The *Inquiry* option has been removed. **Note:** For inquiries, use the PO INQUIRY program.
- The fields have been consolidated onto fewer screens within the program, making information retrieval much faster.
- Journals are now created for each individual change, rather than as a consolidation of multiple changes.
- On-screen buttons have been added for easy reference to key information.

For more a complete description of the changes, please refer to FER# mn41241 in the 2003 Enhancements document.

New Personnel Programs: OSHA Processing

What it is:
Under FERs mn43223, mn43225, mn43226 and mn43228 new OSHA processing programs were added.

Why this is useful:
The new OSHA programs are used to maintain, report and log employee injury/illness occurrences. Full details of the incident must be reported to the OSHA officer within 4 hours after speaking with the employee. Employees and representatives (union officials) may review incident reports and all injury/illness information. The employee names are kept confidential. The new program names and descriptions are listed below:

OSHA Treatment Facility F/M (pmostret)
This new program has been added to maintain information about treatment facilities. The information is used when maintaining OSHA Injury/Illness incident records.

OSHA Injury/Illness F/M (pmosflmt)
The OSHA Incident Tracking functionality records and reports all work related incidents (injury or illness related).

OSHA Form 300 Log Format (pmoshlog)
This program works in conjunction with OSHA Injury/Illness F/M to produce information for Form 300.

OSHA Form 300A Summary Report (pmossmrp)
This program produces a report, which OSHA mandates must be posted from February 1st through April 30th. It summarizes the previous year's incidents and calculates some incident rate information.

OSHA Incident Rate Calculator (pmoscalc)
The program calculates different incident rates, which can be used in comparing against national averages.

Please see FERs mn43223, mn43225, mn43226 and mn43228 in the "Enhancements" document for more information.

Payroll Allocation Field Update

What it is:
Under FER mn30962 the "Allocation Number" field in Payroll Allocation F/M has been expanded to allow 6 digit integers. Previously, only 5-digits were allowed within the field and the allocation number was limited to 32767 as the highest number. Now, 999999 can be used as the highest number.

Why this is useful:
This new enhancement provides flexibility in identifying custom employee allocations by allowing the allocation number to be the employee number

Program Allocation Maintenance screen:

Please see FER mn30962 in the Enhancement document for more information.

New Personnel Programs: Employee Grievances

What it is:

Under FERs mn42537 and mn42538 two new programs have been added to Personnel Processing under Employee Grievances. The new programs are Process Stage F/M and Grievance F/M. Please see the Enhancement document for more details.

Why this is useful:

You can now create and maintain records through the employee grievance process.

- The Grievance F/M program is used to query and report on employee grievances. Each grievance is assigned a unique case number and all information is entered into the "header record" (one per case). Unlimited text is available for each grievance case and individual process stage. The program offers several *Output* options, plus the ability to attach documents and export to Word and Excel.

- The Process Stage F/M program is used to define each individual case and separate process stage of the grievance. After an employee grievance has been added to Employee Grievance F/M, each or all of the stages can be entered in Process State F/M.

GRIEVANCE PROCESS STAGE F/M - New GUI MUNIS Live Database

Actions

Exit

Process Stage

Short Desc

Long Desc

Process Order

E-Mail Address and Supervisor Fields Added

What it is:
Under FER mn42998, the fields "E-Mail Address" and "Supervisor" have been added to the Employee Master programs.

Why this is useful:
The new "E-Mail Address" field can be used to forward employee check stub information each pay period. The new "Supervisor" field is used by Grievances F/M for reporting purposes.

Programs affected by this change are:
- **Employee Master F/M**
- **Applicant F/M**
- **Condensed Pending Masterfile**
- **Employee Inquiry**
- **Payroll Check Processing**

Please see FER mn42998 in the "Enhancement" document for more information.

A/R Liability Changes

What it is:
Under mn43114 a significant change was made to AR liabilities with the addition of a new field, "Apply credit balances to liability accounts". This new field is located in the TAX PARAMETER MAINTENANCE program. **When loading the 2003 release, this field defaults as <u>checked</u> (in use, liability processing is turned on).** This means:

- If this field is checked (in use, liability processing turned on), credit balances are applied to liability accounts.
- If this field is unchecked (not in use, liability processing turned off), credit balances are NOT applied to liability accounts.

Programs affected by this change are:
- **Apply Pre-Payments (arprepay)**
- **Payment Entry (arcshrct)**
- **Process Lockbox File (arlckbox)**
- **Web Payments Import (arwebimp**)

Please see work order MN43114 in your 2003 Enhancements document for further information regarding AR liability and programs affected.

MUNIS DOCUMENTATION
User Manuals

In most cases, the MUNIS User Manuals are updated to the current release levels. However, in some instances this is not the case. When this happens, the manuals are put on the www.munis.com website as soon as they are updated. For the 2003 release, you may notice some discrepancies in the Tax and Utility Billing manuals.

Also, please note that even if a manual is not to the current release level, it is only one release behind. All the current information for that release is contained in the Enhancement Release Notes document. This means that if you use the user manual and the current release notes, you still have the most up-to-date information.

Online Documentation

MUNIS HTML online help is created using RoboHelp software. This platform is industry standard, meaning the MUNIS manuals are created with the best technology available. HTML format manuals function similarly to web-pages, which has many benefits over hard-copy and PDF versions.

Some benefits of HTML online help are:

1. **Allows you to access information easily and immediately, whenever it is needed:** All you have to do is go to your PC and display the manual that you need, instead of searching around the office for it.

2. **Is always the most updated version:** When the manuals are loaded to a central server, accessed from the MUNIS website, or from the most current release CD, all the newest updates are included in the MUNIS online manual.

3. **Printable:** If you need to have a hard copy version of the manual, you can print it out.

4. **Searchable:** When used from your desktop, online manuals are searchable. This means if you are looking for a specific term or occurrence of a word or phrase, all you have to do is use the search functionality to find all the places it is located within the document.

5. **Customizable**: See the MY NOTES section of this document.

MY NOTES Functionality

Some things to be aware of before using

WARNING!: Do not use the MY NOTES functionality to store your crucial information. This functionality is designed to store notes -- bits of information helpful for MUNIS processing, but not necessary to your site.

Functionality:
One of the main functions of My Notes is to document information that should be in the manuals. If you have notes that you think should be a part of the manual, send the MUNIS documentation staff your My Notes information. If something is beneficial to others, don't sit on it – please share it! Write to the documentation staff using the docstaff@MUNIS.com e-mail address with your helpful notes.

The Notepad functionality uses space/memory on your computer. If MUNIS does add your notes to the manual, then you can delete your notes out of Notepad and free up space on your computer. The notes from My Notes become part of the manual and are no longer needed in Notepad.

How to share notes:
Notepad is a program located on your computer. Your notes are specific to you, but if you need to share notes, you can cut and paste from Notepad into another document, e-mail etc.

Saving MY NOTES:
When saving notes, DO NOT change the save path. Let the program save the Notepad document for you. To do this, exit (x out) of Notepad and accept the default save path). It is always saved to the same place – the same folder in which the Online Help file is stored.

- If you load Manuals using the MUNIS cd, your Help manuals are located on your C drive, Program Files, MUNIS. This is where your Notepad files are also stored. **Note**: These are the same files accessed using START, Programs, MUNIS shortcut.

- If you load your MUNIS Manuals from the web, create a folder on your desktop to store the file (for example Business Licenses to store your Business License Help file). When you create notes using MY NOTES, your notepad text files are stored in this folder, as well. As long as you do not change any of the links, you should always be able to access the Notepad files using your Online Help file. This remains true even if you download the latest MUNIS Help over the version you already created notes in. **The links to the Notepad documents stay the same.**
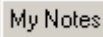
How to use MY NOTES

What are MY NOTES?

The My Notes option allows you to add notes specific to your needs using Microsoft Notepad. Once you save this information in Notepad, it is available until you delete it. Thus, when you load new MUNIS releases, your notes are still linked to the manual where you added them.

Note: The Online Help file must be loaded onto your individual PC for this function to be available.
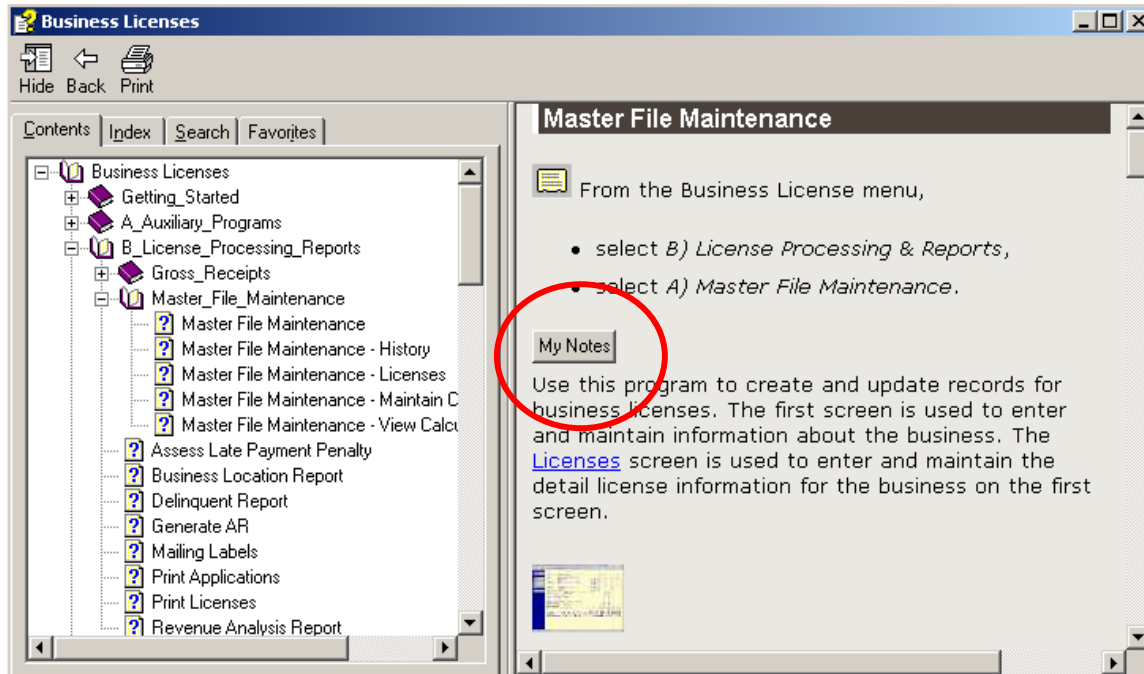
Steps for creating Notes:

1. Click on the My Notes button ![My Notes] to bring up Notepad.

2. Enter "Y"es to the message that displays: "Cannot find the ZZZZZZ.txt file. Do you wish to create a new file?"
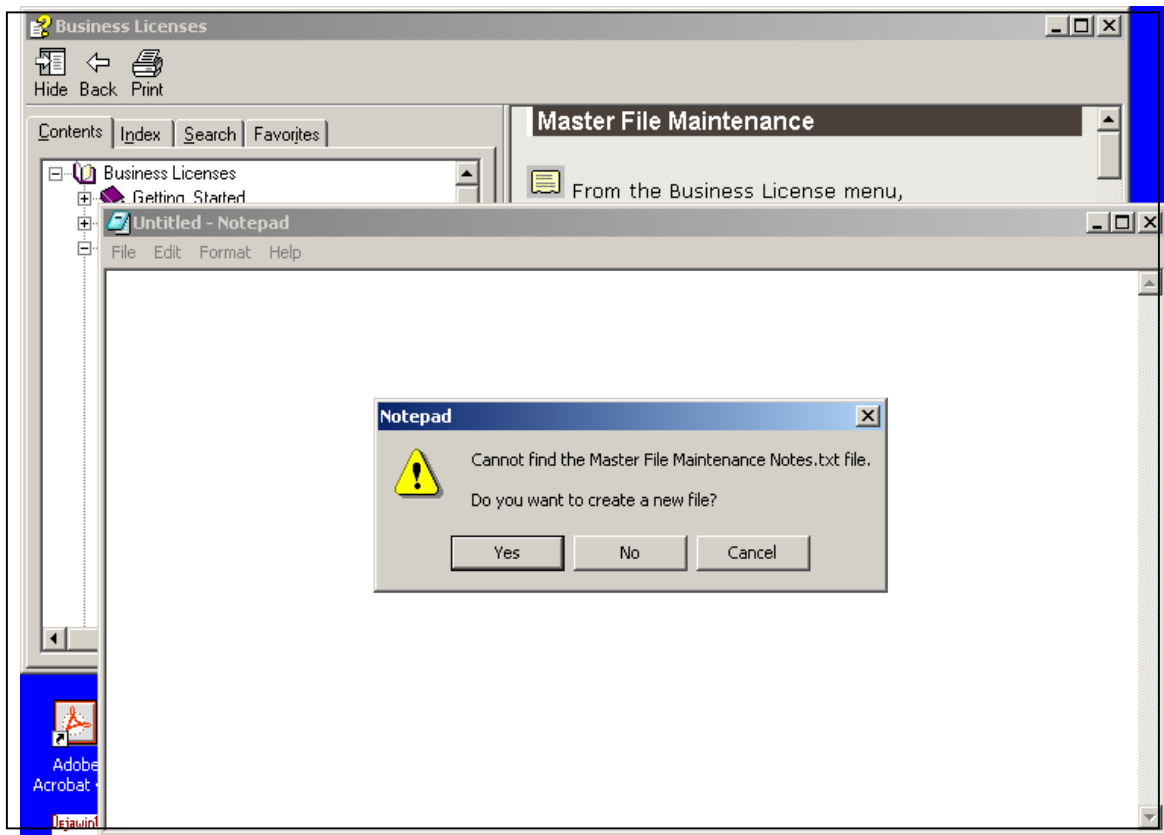
Note: After saving the notepad document, when you come back and click on the My Notes in this program again, you will not receive this message.

3. When you enter "Y"es to the warning message, the Notepad displays for you to enter notes about the program. In this case, it is notes for Master File Maintenance. The name of the program displays in the blue bar at the top of Notepad.

Master File Maintenance Notes.txt - Notepad

File   Edit   Format   Help

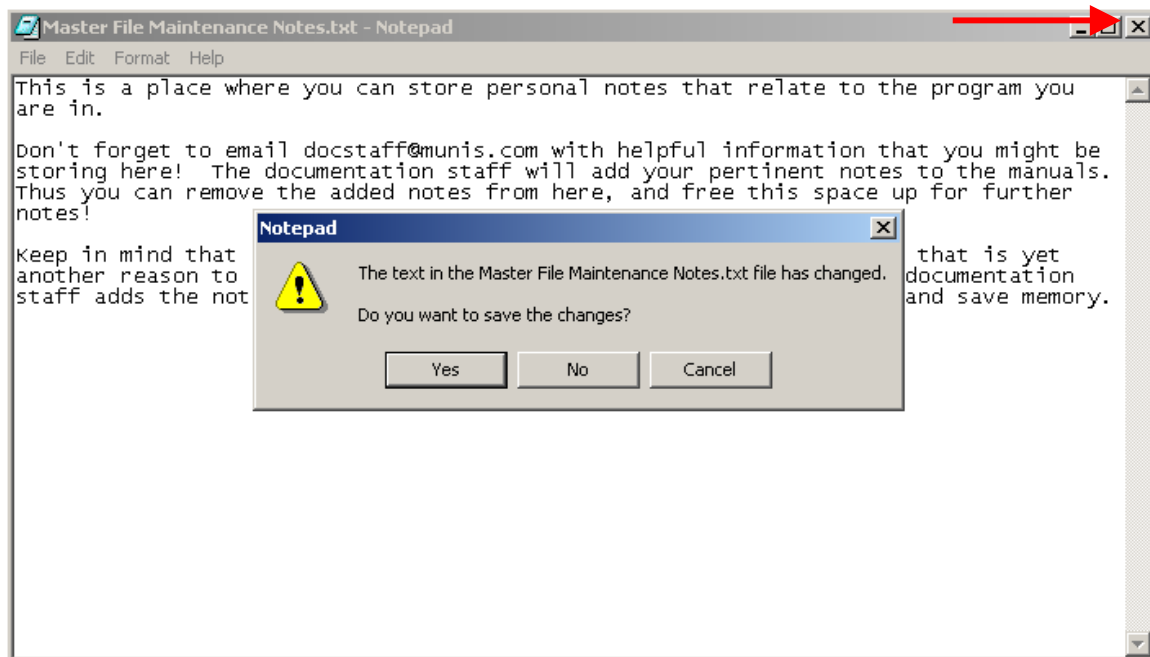This is a place where you can store personal notes that relate to the program you
are in.

Don't forget to email docstaff@munis.com with helpful information that you might be
storing here! The documentation staff will add your pertinent notes to the manuals.
Thus you can remove the added notes from here, and free this space up for further
notes!

Keep in mind that notes added to Notepad do take up memory space, so that is yet
another reason to email your notes to docstaff@munis.com. When the documentation
staff adds the notes to the manuals -- you can delete the data here and save memory.|

4. When you are done adding your notes, click on the X to exit. A popup message appears. Enter
"Yes" to save your changes. If you click on "No", your notes are not saved.

Master File Maintenance Notes.txt - Notepad

File   Edit   Format   Help

This is a place where you can store personal notes that relate to the program you
are in.

Don't forget to email docstaff@munis.com with helpful information that you might be
storing here! The documentation staff will add your pertinent notes to the manuals.
Thus you can remove the added notes from here, and free this space up for further
notes!

Notepad

⚠ The text in the Master File Maintenance Notes.txt file has changed.

Do you want to save the changes?

[Yes]   [No]   [Cancel]

Keep in mind that   that is yet
another reason to   documentation
staff adds the not   and save memory.

5. You do have the option of saving notes wherever you want while in Notepad by choosing File,
Save as. **However, MUNIS recommends that you do not change the saved path**. If you
change the path, links to that Notepad file may no longer work from the Online manual.

Printing Online (RoboHelp) Manuals

The MUNIS Help manual

All MUNIS manuals will eventually be in Help format. Help format manuals are created in RoboHelp software, which is industry standard.

It is important to note that Help manuals *are not created for viewing in printed format*. These documents are created to be viewed on-line and to provide a maneuverable, interactive Help system. When transferring these documents to printed format, you loose both the maneuverability and the interactive aspects.

Think of it as printing a web page. Web pages print into hard copy without page breaks, tables of contents, indexes, etc. However, Web pages are extremely useful for what they are – usable for on-screen browsing. MUNIS Help manuals are created in HTML format, the language of many websites. Therefore, they function like most web sites. It is important to keep this in mind when trying to print the Help format manuals.
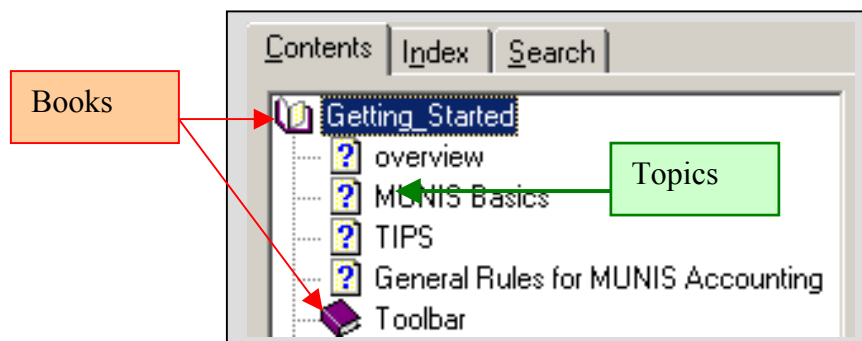
Printing the RoboHelp Manuals

If you MUST print, there are several ways to print on-line manuals:

1. You can print an individual Topic.

2. You can print all the Topics listed in a Book.

3. You can print all the Topics in one step.

Books are like folders. They contain multiple Topics.
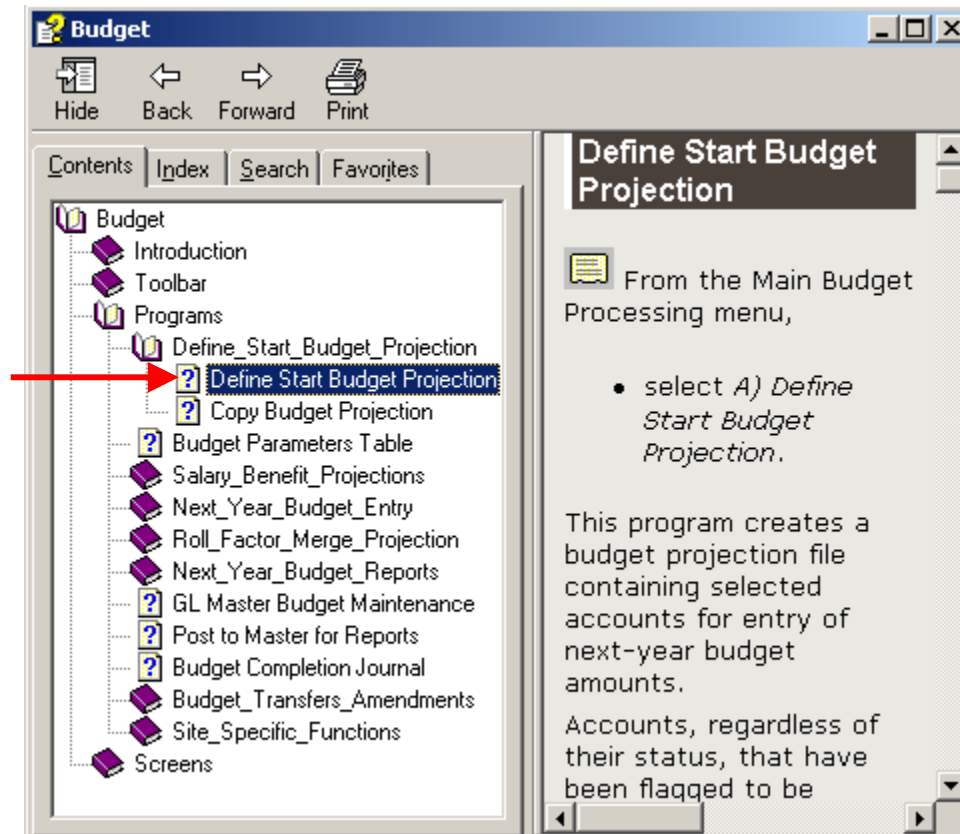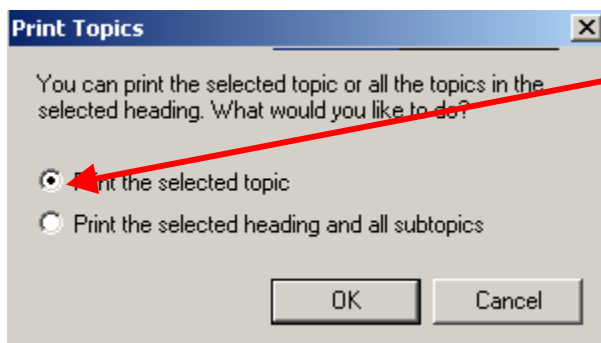Topics are represented by question mark icons.

To print:

1. To print an individual Topic:

Go to the table of contents by selecting the Contents tab, and choose the Topic to print. Make sure the Topic appears in the right pane of the screen as well as highlighted in the Contents pane.

In the example below you will print out the Define Start Budget Projection Topic. You will **not** print the Copy Budget Projection Topic.

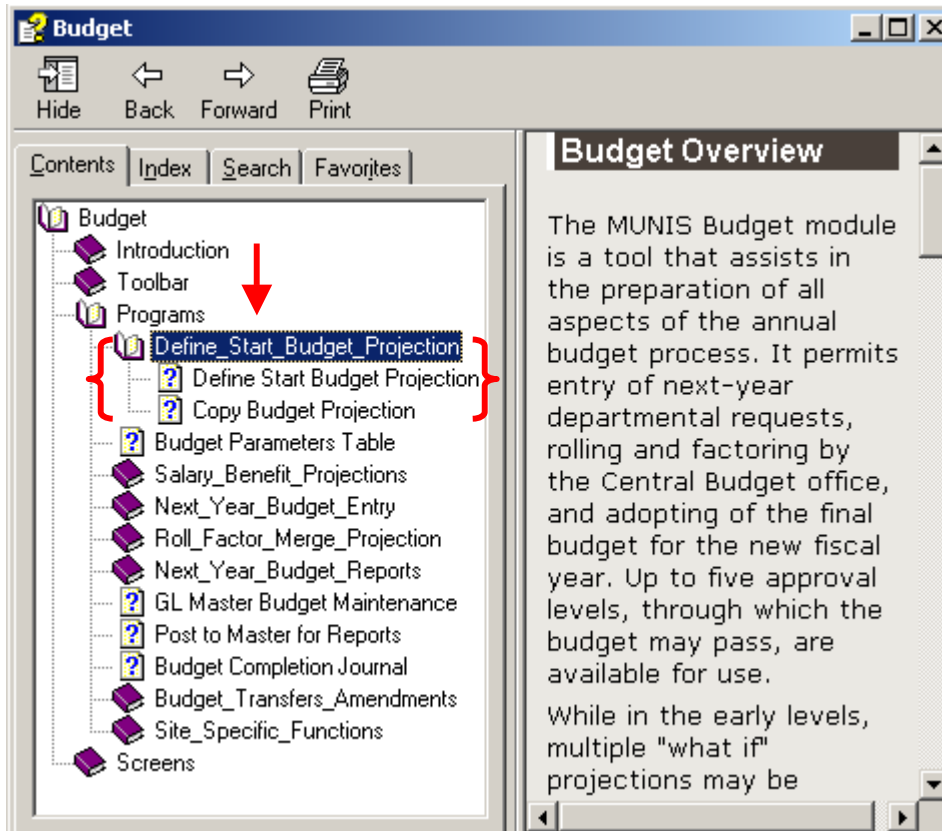Go to the Print icon to display the following screen:

Select the first option to print out the Topic that you are in.

2. To Print all the Topics listed in a Book.

Go to the table of contents by selecting the Contents tab, and choose the Topic to print. Make sure the Book is highlighted in the Contents pane.

In the example below you will print out the Topics: Define Start Budget Projection **and** Copy Budget Projection.
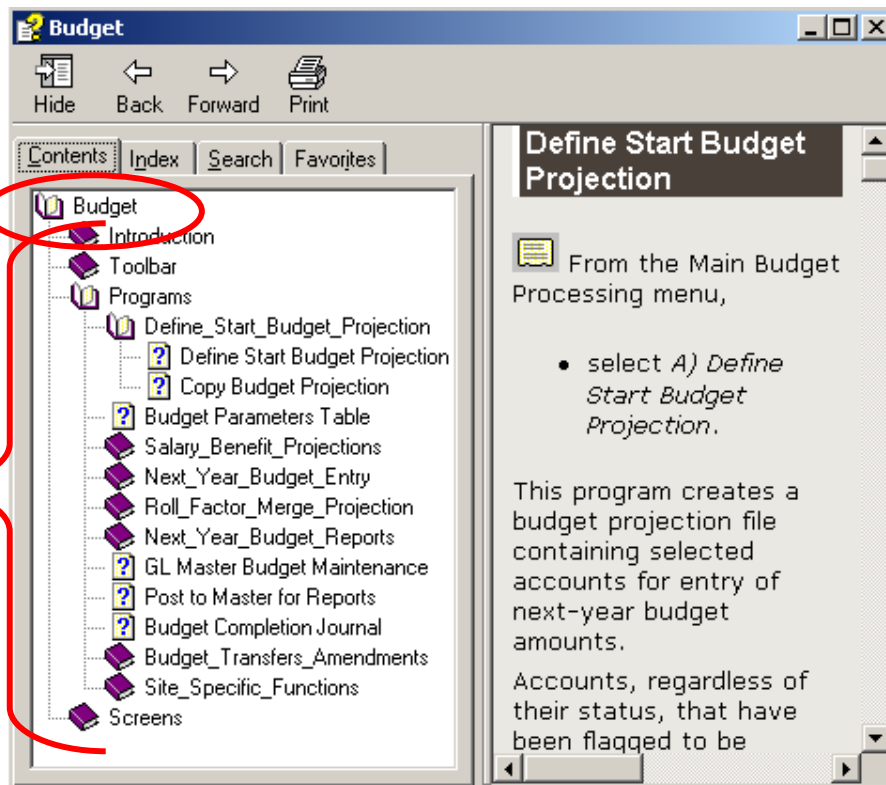

Go to the [Print] Print icon to display the following screen:
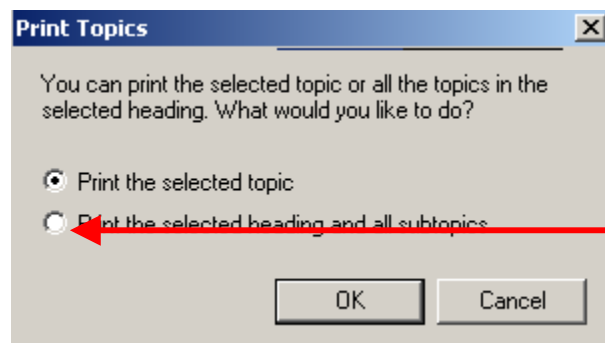

Select this option to print the highlighted Topic and sub-Topics.

3. To print all the Topics in one step.

Go to the table of contents by selecting the Contents tab, and choose the Print button. This will print all Topics and Books that are under the main book. In the example below, all Topics in the main book Budget, will be printed.
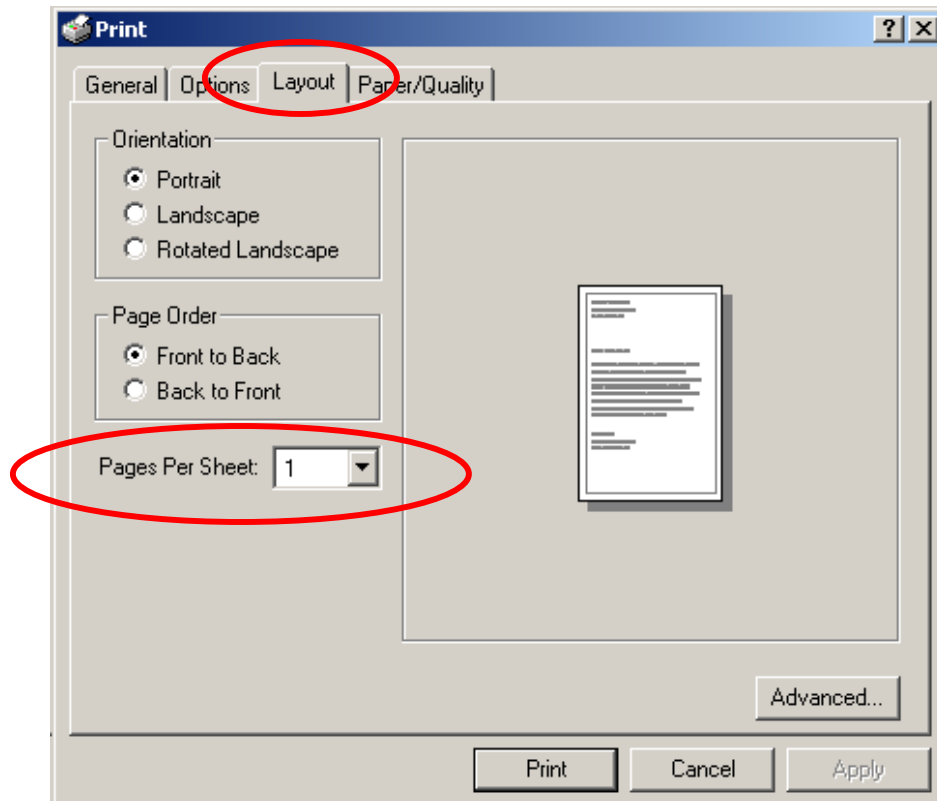
Go to the Print icon to display the following window:
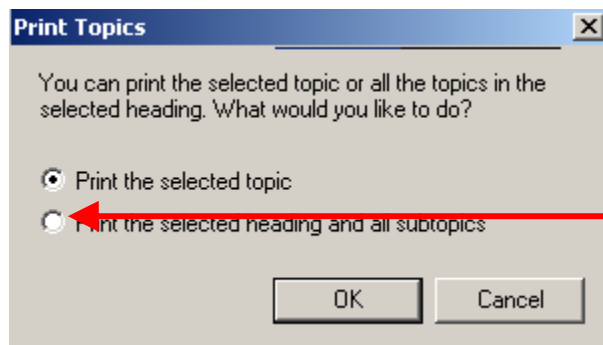
Select this option to print all the Topics and Books listed under the main Book in the Contents Tab.

4. More options:

For printing options, go to the Layout tab.

You can print Topics one per page or more. Printing just one Topic per page makes for a lot of paper, and page breaks do not always fall in appropriate places. Printing two Topics per page makes the printed format more manageable, but the font is smaller. Page breaks also do not fall appropriately.

Note: To print two Topics per page you do not need to change the Orientation to Landscape. RoboHelp does this automatically.

LIST OF AVAILABLE MUNIS MANUALS FOR 2003

On-Line Help Manual List

MUNIS On-Line Help manuals as of the 2003 Release:
- Accounts_Payable
- Accounts_Receivable
- Animal_Licenses
- Bid_Management
- Budget
- Business_Licenses
- Cash_Flow
- General_Billing
- General_Ledger
- Inventory
- Pensions
- Purchase_Orders_and_Requisitions
- Project_Accounting
- System_Administration
- Workflow

New Manuals for 2003:
- Workflow

PDF Version Manual List

MUNIS PDF version manuals as of the 2003 Release:
- Database Definition Manual
- Payroll Auxiliary Programs Manual
- Payroll Employee Maintenance & Reports Manual
- Payroll End of Period Processing/Reporting Manual
- Payroll Processing Functions Manual
- Payroll Retirement & State Specific, Vendor Check Processing & Appendices
- Personnel
- Report Writer Manual
- Work Orders & Job Cost Manual

The following manuals are available in On-Line Help format as of the 2003 release. These were previously in PDF format:
- Bid Management
- General Billing
- Purchase Orders and Requisitions

PAYROLL CONSOLIDATED TABLE OF CONTENTS

What it is:

A consolidated Payroll Table of Contents is located on our website to assist you in locating program information in the Payroll manuals. Currently, payroll spans 5 different manuals and locating a specific program can be confusing. This document lists the table of contents for each payroll manual, along with the program names and page numbers.

How to use it:

Simply search for the program in question by searching the consolidated list of each manual's table of contents. Once the program and page number has been located, refer to the appropriate manual. **Please be aware, this is used for reference only and cannot be linked to the manuals.** We hope this process helps you locate important information you need.

AUTO INSTALL OF CLIENT PC
Overview of System Requirements

Important Note:
The 2003 release provides the option to automatically update to the newest Client PC version 3.50.1a. To automatically update following the 2003 upgrade, as the System Administrator you will need to do the following:

From the MUNIS Main Menu:
- Select G)   Admin
- Select A)   General Admin
- Select B)   System Parameters File Maintenance

Select 2nd screen of System Parameters File Maintenance and check the "Update Client" box:

Note: The "Update Client" flag defaults in as 'unchecked' when the 2003 Annual Release is run which means it can be run at a later date. When you are ready to proceed, simply 'check' the flag and continue with the instructions below.

There are no visual changes between each client PC version.

Running the Install

After the 2003 Annual Release has been loaded, as soon as each user logs into MUNIS they will receive the following message in the lower left-hand corner of their MUNIS window, "**Please wait – updating client software…**" In the center of the screen, users now see the following status box:
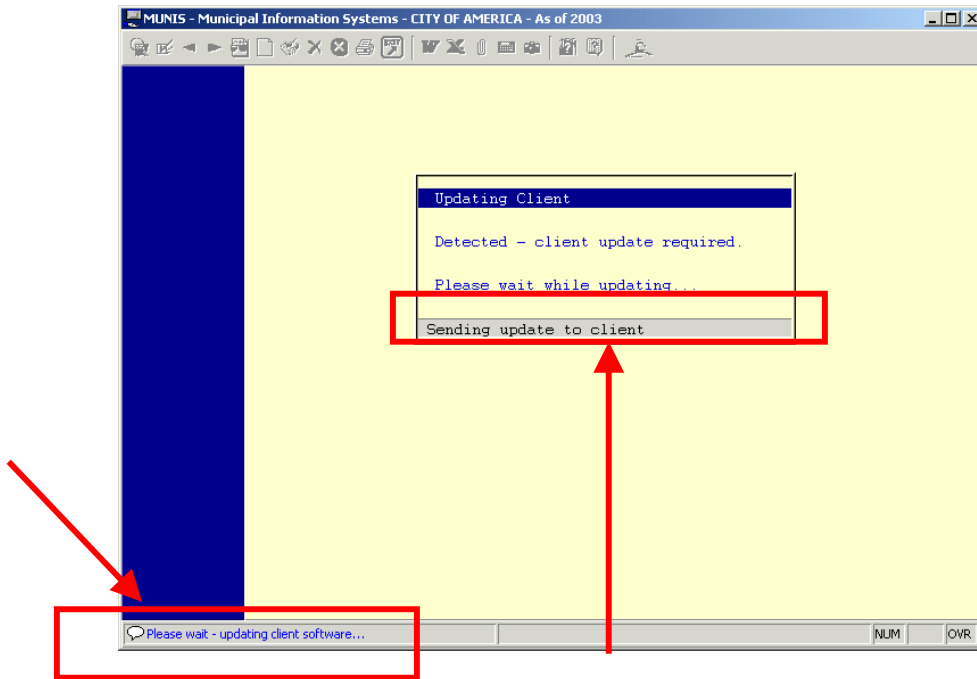
The gray bar section of the status box (above) displays the automatic "push" of the client. First, it shows that the update is being sent to the client. It then shows that the new files are extracted (below).
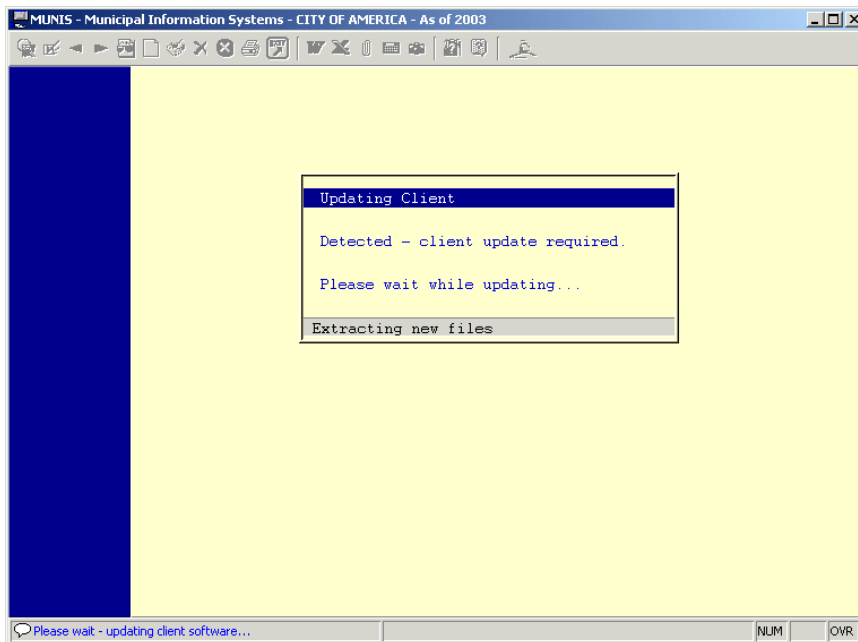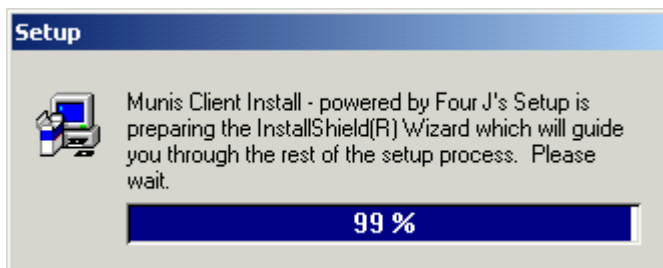
The file "mu2003350.exe" is extracted and put into the WTK root directory of the user's Four J's folder (ex. C:\Program Files\FourJs\cliwtk). The program then launches automatically. The extraction process is shown below:
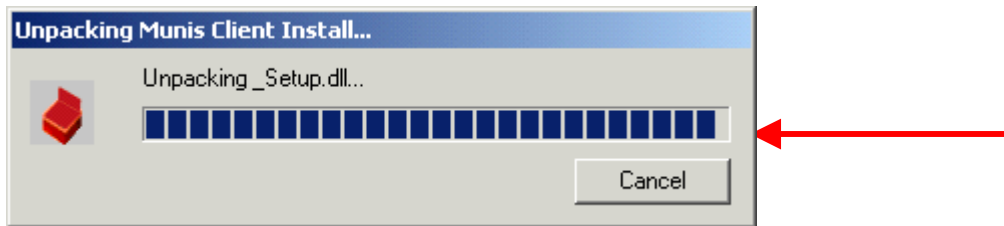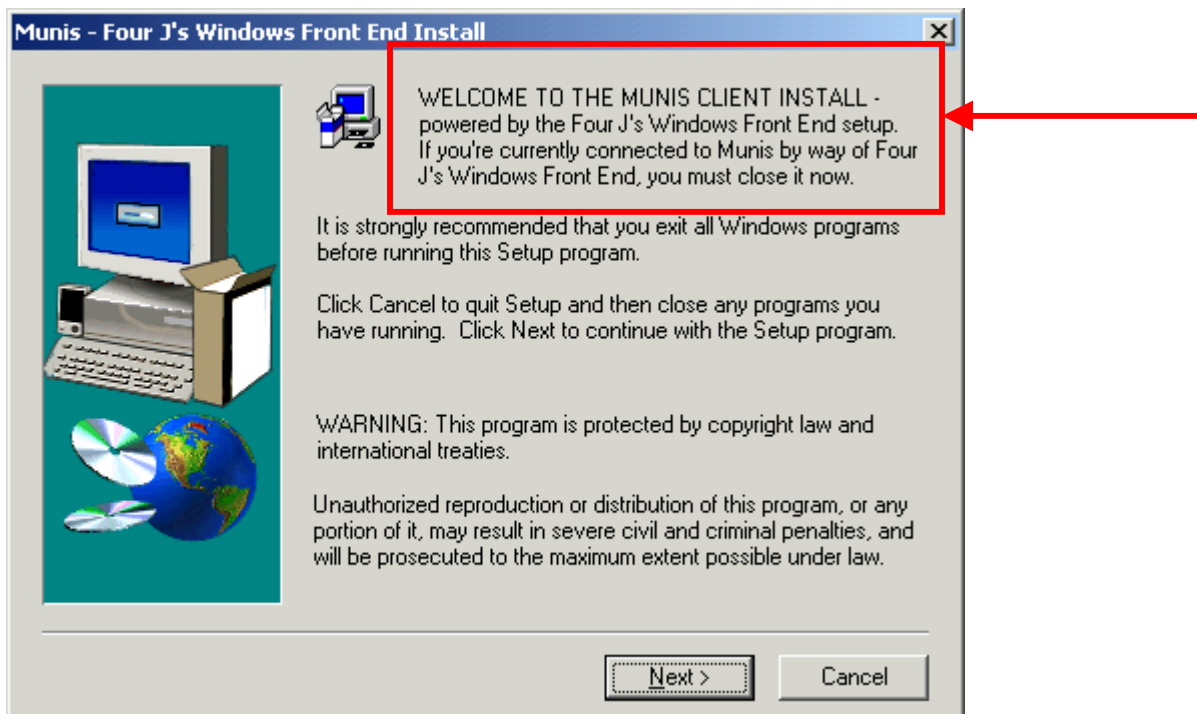

Once the "mu2003350.exe" is successfully put into place, the setup program initializes as seen below. **Note**: This only takes a few seconds.
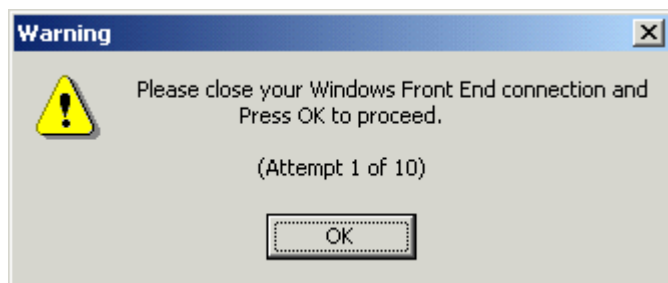

When complete, the actual setup program begins. The Welcome screen is shown below:


The first paragraph of the Welcome screen tells the user to close down the MUNIS front end if not already done.


If the message is overlooked and the user is still running Windows Front End, the setup warns them accordingly as seen below.


The user has up to 10 attempts to disconnect the Front End and proceed with the setup. If the user does not disconnect after 10 tries, the set up aborts and gives the following message:
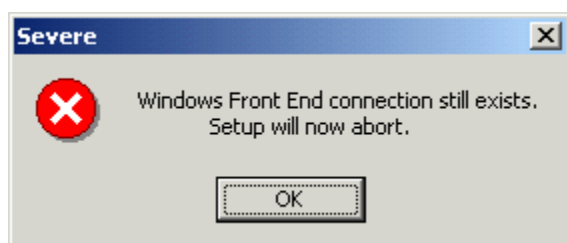
If the user disconnects their Front End within the 10-try limit and clicks "OK", the following screen displays and the setup continues.
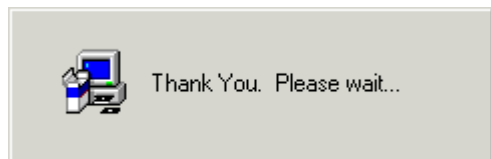
The next step of the install then disables the background and switches to full-screen mode. The Four J's License Agreement then displays as shown:
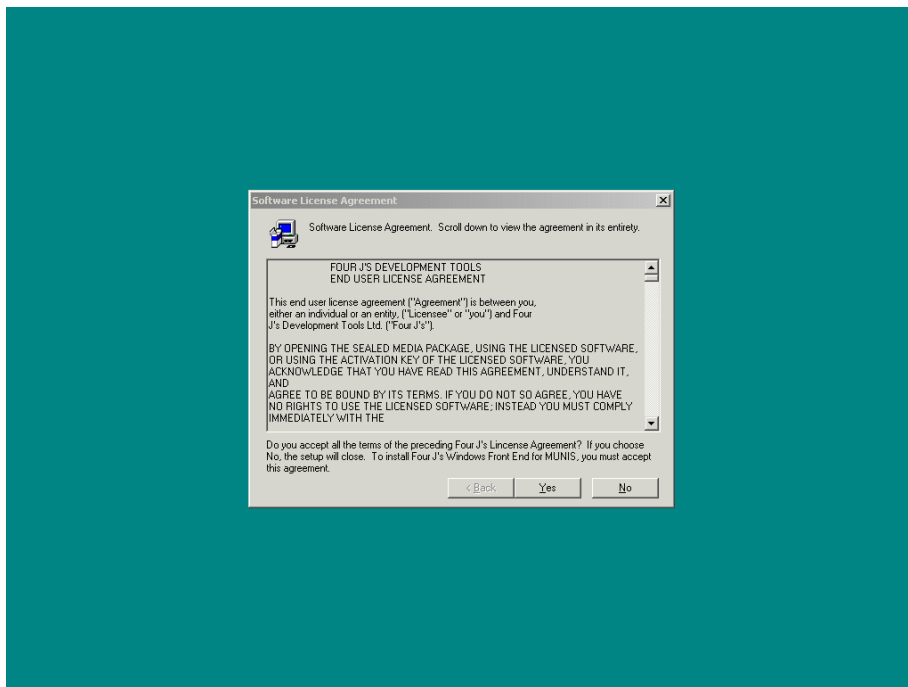
When you answer, "Yes" to the license agreement, the automatic install begins.

NOTE: If a user encountered a particular screen or message box that **was not** documented in the above steps, please refer to the "Special Circumstances" amendment located at the end of this section.

At this point, if the set up detects that the user is already using the 3.50.1a client, the following message displays:
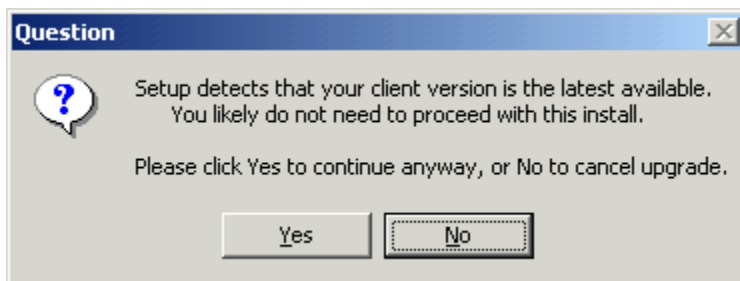
If the user selects "No" (default), the set up will terminate.

If the user selects "Yes" to proceed, or if the existing client version is older than the "3.50.1a", the install continues and displays small status messages to the screen until all of the necessary files are in place.

Once all the files are installed, the following screen displays:


Click "Finish" to complete and exit the set up.

Note: If you would like to view the Four J's README file, simply click the checkbox and then click "Finish". This exits the set up and launches Four J's Readme.txt file in Notepad.

Special Circumstances

Case One:

Although very rare, if a user disconnects their Front End within the 10-try limit, he or she may be presented with the following screen:
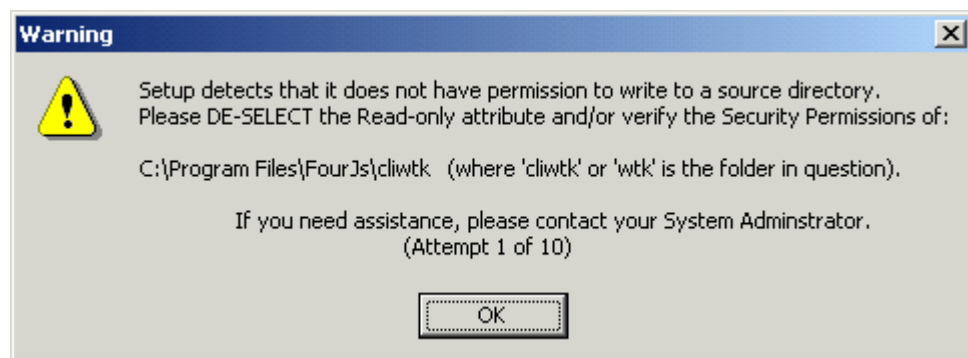

In the above scenario, the setup checked the permissions of the source WTK root directory (ex. C:\Program Files\FourJs\cliwtk). It found that it did not have permission to write to the folder "cliwtk" or "wtk". In this example above, "cliwtk" is the folder that is not permissioned properly.

Similar to the termination of the Front End connection, the user is given 10 tries to change to the Security Permissions of the source folder by enabling write access. As an example, the user would temporarily leave the setup and access the directory sited in the above message box; in this case, C:\Program Files\FourJs\cliwtk. He or she would then right-click the "cliwtk" folder and drag down to "Properties" and ensure that the "Read-only" box is UNCHECKED. If prompted, the user should extend this attribute change to all files and sub-folders within the directory. Finally, the user would click the "Security" tab (if available) and ensure that the "Write" permission checkbox is NOT flagged to "Deny". After applying the change(s) and exiting the "Properties" window, the user would then revert back to the setup and click "OK".

If the setup still detects that write permission is denied, it is recommended that he or she seek the assistance of their System Administrator.
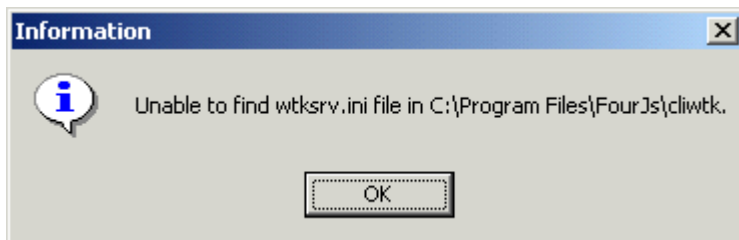
However, if write permission was successfully applied to the said folder, the setup will continue the install and display the previously-cited message box and continue to the Software License Agreement:
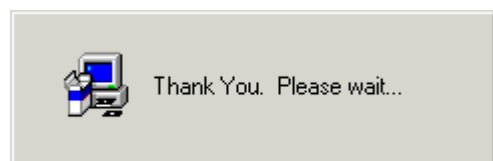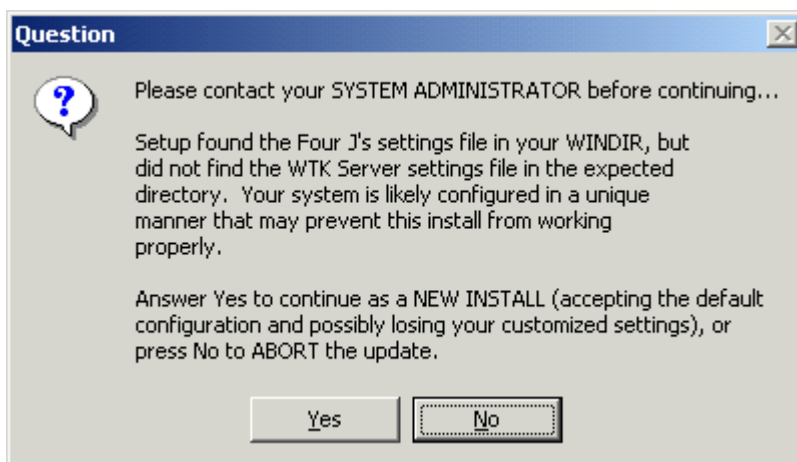
Case Two:

The following scenario is also very unlikely to affect the majority of Munis users and is generally limited to systems that have multiple active clients installed on their computer.

If the setup determines that a client version currently exists, it locates and reads the "wtksrv.ini" settings file that resides in the WTK root directory (ex. C:\Program Files\FourJs\cliwtk). If this file is not found, or if the setup was misdirected as a result of the existence of multiple settings files, the following message box displays:

Information

Unable to find wtksrv.ini file in C:\Program Files\FourJs\cliwtk.

OK

Upon acknowledging the above message, the following screen displays:

Question

Please contact your SYSTEM ADMINISTRATOR before continuing...

Setup found the Four J's settings file in your WINDIR, but did not find the WTK Server settings file in the expected directory. Your system is likely configured in a unique manner that may prevent this install from working properly.

Answer Yes to continue as a NEW INSTALL (accepting the default configuration and possibly losing your customized settings), or press No to ABORT the update.

Yes   No

"No" is the default answer and, if accepted, will exit the client install. If "Yes" is selected, the setup will continue as a new install. As stated in the above message, answering "Yes" may conflict with current customized settings and, therefore, is not recommended unless otherwise determined by the System Administrator.